

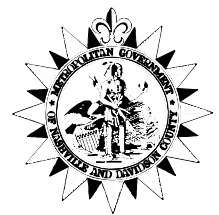
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The Metropolitan Government of Nashville and Davidson County

# RECOMMENDED OPERATING BUDGET FISCAL YEAR 2003

July 1, 2002 - June 30, 2003

Bill Purcell, Mayor  
[www.nashville.gov](http://www.nashville.gov)





THE METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

# **FY 2002-2003 Mayor's Recommended Operating Budget**

(July 1, 2002 - June 30, 2003)



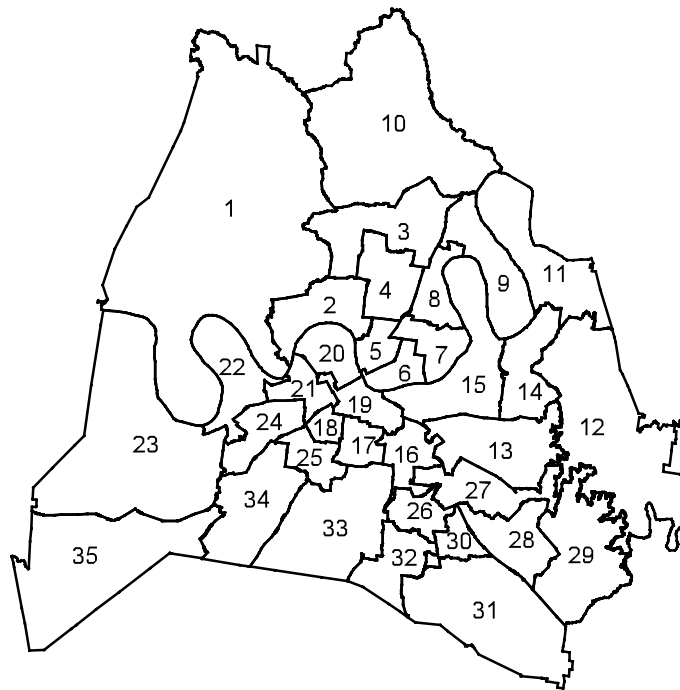
**Bill Purcell, Mayor**

Howard Gentry, Jr., Council President Pro Tem

Members of the Metropolitan Council:

|              |                        |              |                    |
|--------------|------------------------|--------------|--------------------|
| At Large     | David Briley           | District #16 | Amanda McClendon   |
| At Large     | Howard Gentry, Jr.     | District #17 | Ronnie Greer       |
| At Large     | Carolyn Baldwin Tucker | District #18 | Ginger Hausser     |
| At Large     | Chris Ferrell          | District #19 | Ludye Wallace      |
| At Large     | Leo Waters             | District #20 | Morris Haddox      |
| District # 1 | Brenda Gilmore         | District #21 | Edward Whitmore    |
| District # 2 | Melvin Black           | District #22 | Norma Hand         |
| District # 3 | Ron Nollner            | District #23 | Bob Bogen          |
| District # 4 | Don Majors             | District #24 | John Summers       |
| District # 5 | Lawrence Hall, Jr.     | District #25 | Jim Shulman        |
| District # 6 | Eileen Beehan          | District #26 | Michelle Arriola   |
| District # 7 | Earl Campbell          | District #27 | Janis Sontany      |
| District # 8 | Lawrence Hart          | District #28 | Jason Alexander    |
| District # 9 | James Dillard          | District #29 | Saletta Holloway   |
| District #10 | Bettye Balthrop        | District #30 | Michael Kerstetter |
| District #11 | Feller Brown           | District #31 | Don Knoch          |
| District #12 | Phil Ponder            | District #32 | Craig Jenkins      |
| District #13 | Tony Derryberry        | District #33 | Ron Turner         |
| District #14 | Bruce Stanley          | District #34 | Lynn Williams      |
| District #15 | J. B. Loring           | District #35 | Vic Lineweaver     |

## Council Districts



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Director of Finance: David Manning  
Associate Director: Gene Nolan  
Assistant Director, OMB: Talia Lomax-O'dneal

### Office of Management and Budget Staff:

Operating Budget Staff: Bob Boydston  
Mike Curl  
James Gray  
Bill Hyden  
Kellie Morgan  
Demetra Pulley  
Sandra Ray  
Bill Tharp  
Judy Tucker

Capital Budget: Greg McClarin  
Results Matter: William Aaron  
Jeanne Henry  
Cost Accounting: Herb Majors  
Word Processing: Darlene Carlton  
Shirley Grigsby  
Admin. Support: Charlotte Boydston  
Intern: Sarah Ettinger



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### Fiscal Year 2002-2003 Recommended Operating Budget Book

The Metropolitan Government of Nashville and Davidson County  
Department of Finance – Office of Management and Budget  
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This book supersedes all similar information previously disseminated by the Office of Management and Budget.



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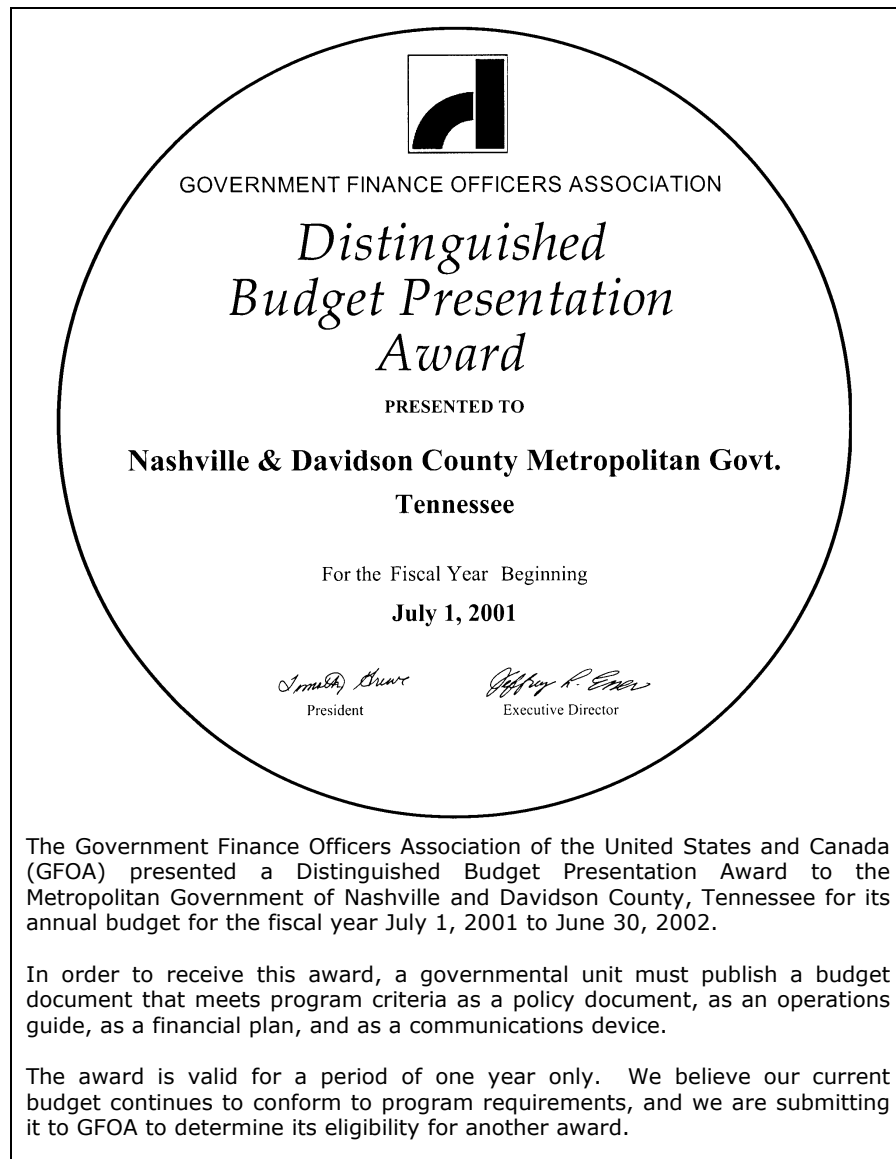
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# Distinguished Budget Presentation Award

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The GFOA is the leading association for government finance professionals in North America. This is our eleventh year to win the award; it was given for our *FY 2002 Operating Budget* book. GFOA's Distinguished Budget Presentation Awards Program is the only national awards program in governmental budgeting. The government also holds GFOA's Certificate of Achievement for Excellence in Financial Reporting for our Comprehensive Annual Financial Report.



# Executive Summary



## Introduction

This Summary, along with the Mayor's and Finance Director's presentations of the budget and the following book, present the Metropolitan Government's balanced \$1.3 billion recommended operating budget for FY 2003.

## Budget Initiatives

This budget proposes improvements and initiatives in four major areas:

- To fully fund our schools
- To assure public safety
- To provide a quality of life that enhances our community and neighborhoods
- To provide a fair and sustaining income for our employees

Changes from the FY 2002 budget are detailed in the "Highlights" of each department's narrative. The major highlights are summarized below.

## Public Education

| School Fund Budget |               |
|--------------------|---------------|
| FY 2002            | 447.6 million |
| FY 2003            | 477.6 million |
| Increase           | 30 million    |

Over the last year, the Metro Board of Public Education developed and approved a systemwide strategic plan for 2002-2007 with a mission to "do whatever it takes for all students to acquire the knowledge and skills to become productive, responsible citizens."

The Metro budget advances both the mission and the funding recommendations of the Board's 2003 Student-Based Budget. Specifically, it funds the following support for students, teachers and administration, partly through new expenditures and partly through redirecting existing funds:



|   |             |
|---|-------------|
| New Reading Specialist – Every Elementary School    | \$4,584,100 |
| More Teachers - English Language Learners           | 5,464,300   |
| Campus Supervisors - Free Up Instructional Staff    | 3,195,600   |
| New "Focus on Achievement" Lessons                  | 1,500,000   |
| More Books & Materials – Libraries                  | 560,000     |
| More Reading Books – Elementary Schools             | 1,035,000   |
| New Programs – Academically at Risk Kids            | 100,000     |
| Expanding Technology                                | 1,435,400   |
| More Summer School Available with Extended Day Care | 125,000     |
| Programs to Keep Students in School                 | 69,000      |
| More Library Clerks                                 | 276,260     |
| More Supplies                                       | 1,141,181   |
| New Montessori School                               | 897,740     |
| The Renaissance School                              | 500,000     |
| International Baccalaureate Program                 | 120,000     |
| Student Attendance Program                          | 100,000     |
| Highest Possible Standards for School Opening       | 374,200     |
| More Bus Drivers, Better Scheduling & Maintenance   | 879,300     |
| More School Custodians & Grounds Maintenance        | 659,300     |
| Pay Plan for Teachers & Support Staff 3%            | 9,805,500   |
| Step Increases                                      | 5,483,400   |
| Increased Cost – Health Insurance & Retirement      | 5,108,600   |

## Public Safety

| Police, Fire, & Justice Administration Budget (both General Funds) |             |
|--|-------------|
| FY 2002  | 277 million |
| FY 2003  | 293 million |
| Increase   | 16 million  |

Metro continues to focus on assuring that our citizens are safe by providing the necessary personnel, training, and equipment to our Police, Fire, Office of Emergency Management and Health Departments. The 2003 recommended budget targets funding for overtime in both Police and Fire Departments. The budget also supports the implementation



# Executive Summary



of the Police audit recommendations for hiring School Resource Officers.

Improvements are also recommended for General Session Court, Juvenile Court and for the Juvenile Court Clerk.

|  |             |
|--|-------------|
| Police Audit Recommendations                       | \$1,225,400 |
| Police - School Resource Officers                  | 837,000     |
| Police Overtime                                    | 660,200     |
| Police - Other                                     | 408,600     |
| Fire - Overtime                                    | 351,800     |
| Fire - Cross Training                              | 887,900     |
| Fire - Emergency Supplies                          | 115,000     |
| Sheriff  | 2,237,700   |
| Correctional Health Services                       | 498,000     |
| Correctional Officers & Park Rangers Retirement    | 600,000     |
| Bioterrorism Preparedness                          | 56,500      |
| Building Security                                  | 327,000     |
| Office of Emergency Management - Homeland Security | 179,000     |
| Judicial Commissioners                             | 200,000     |
| General Sessions - Additional Staff                | 66,000      |
| Juvenile Court Additional Staff                    | 141,200     |
| Juvenile Court Clerk -Additional Staff             | 29,900      |
| Public Defender Rent                               | 378,000     |
| Justice Information System Improvements            | 147,700     |

## Neighborhoods and Community Support

| Recreational, Cultural, & Social Services Budget |             |
|--|-------------|
| FY 2001  | 102 million |
| FY 2002  | 105 million |
| Increase   | 3 million   |

The continuing focus on supporting our neighborhoods and striving to ensure a high quality of life cuts across all of our priorities. Particular efforts that are directly focused on our daily lives include:

- A new household recycling program, which is adding 1,000 new homes each day
- A continued emphasis on creating safe and affordable housing in our neighborhoods
- The soon-to-be-completed "master plan" for sidewalks, which will guide unprecedented levels of sidewalk construction across Metro Nashville
- The upcoming "master plan" for our Parks which will guide our continued investments in parks, greenways and the like as we enter the second 100 years of our Parks system.



Other enhancements include:

|                                      |           |
|--------------------------------------|-----------|
| Neighborhoods & Community Support    |           |
| Caring for Children                  | \$822,000 |
| Office of Children and Youth         | 180,000   |
| YWCA Domestic Violence Shelter       | 300,000   |
| United Way Family Resource Centers   | 250,000   |
| Health - Re-open East Dental Clinic  | 300,600   |
| Bridges to Care Program              | 282,500   |
| Metro Action Commission              | 128,000   |
| Libraries - Improved Computer Access | 158,800   |
| Arts Commission                      | 280,000   |
| Public Works Audit Recommendations   | 1,496,100 |
| Planning Commission Improvements     | 377,400   |
| Codes - Neighborhood Coordinator     | 51,200    |

# Executive Summary



|                                   |           |
|-----------------------------------|-----------|
| Metro Transit Authority           | 1,300,000 |
| Regional Transportation Authority | 145,000   |
| High Speed Rail Corridor          | 100,000   |
| Workforce Development Grant       | 150,000   |
| The Hermitage                     | 50,000    |

**Pay Plan/Benefit Adjustments** Last year, Metro commissioned Mercer Inc. to conduct a comprehensive review of employee compensation government-wide to determine Metro's salary market competitiveness. The report made recommendations for adjustments in many areas to achieve a market position that helps recruit, retain and reward employees for performance. Among the highlights were significant salary adjustments for public safety positions (police, fire, emergency medical, and corrections) and other areas, across the board increases for all employees, and pay for performance. The new pay plan was initially implemented in FY 2002.

The recommendations were presented to management, labor groups, the Metro Council, and the Civil Service Commission. Some adjustments were made as needed to make the plan fit specific needs identified in the process. The resulting pay plan implements most of the market adjustments recommended, brings all employees up to market minimum rates. In addition, the pay plan incorporates the pay for performance components recommended by the Mercer study.

The FY 2003 budget continues funding required to fully implement the second year of the pay plan, including increments, effects on exception pay (such as overtime), and pay-related related benefits. These additional costs are included in departments' budgets.

|                       |              |
|-----------------------|--------------|
| Pay Plan Improvements | \$17,254,700 |
|-----------------------|--------------|

The FY 2003 budget also sets aside funding for benefit adjustments in anticipation of increased health insurance costs for employees and retirees effective in January 2003. These costs are budgeted centrally and have not been distributed to departments' budgets.

|  |           |
|--|-----------|
| Increased Cost – Health Insurance & Retirement | 8,996,000 |
|--|-----------|

## Other Enhancements

In preparing the FY 2003 budget, the administration carefully scrutinized departmental budgets and operations. Many departments had reductions and/or increases related to miscellaneous program changes. A few of the changes include:

|                                       |             |
|---------------------------------------|-------------|
| Keeping Our Commitments:              |             |
| Public Television                     | \$2,359,600 |
| Greer Stadium Maintenance             | 250,000     |
| National League of Cities             | 660,000     |
| Election Costs                        | 1,217,700   |
| Office of Minority/Small Business     | 105,000     |
| New Disparity Study                   | 300,000     |
| Accounting Staff for Schools          | 90,000      |
| Americans with Disabilities Act (ADA) | 160,000     |

The budget also calls for management improvements and changes, including consolidation of fleet management activities into a new Fleet Management Office and consolidation of stormwater activities:

|   |               |
|---|---------------|
| Stormwater (total budget)               |               |
| Remedial Maintenance (off right-of-way) | \$3.3 million |
| Routine and Right-of-Way Maintenance    | 2.1 million   |
| Capital Projects                        | 6.2 million   |

# Executive Summary



## Revenues

The tone of any government budget is always set by the availability of resources. Deficit financing is prohibited by both Tennessee Law and the Metropolitan Charter; expenditures must be matched by equal dollars of revenue and appropriated fund balances.

## Property Taxes

| Property Tax Budget |                 |
|---------------------|-----------------|
| FY 2002             | \$585.3 million |
| FY 2003             | \$610.0 million |
| Increase            | \$24.6 million  |

The FY 2003 budget anticipates continued moderate growth in property assessments. This budget keeps overall property tax rates unchanged from FY 2002, although \$0.03 of the rate is shifted within the GSD funds.

The combined rate is the total paid for property in the USD; property outside the USD is taxed at the GSD rate. Residents of the seven satellite cities within Metro pay the GSD rate plus the rate set by that satellite city.

Metro's property tax rates are the lowest of the four major Tennessee cities, and competitive with those of surrounding communities.

## Local Option Sales Tax

| Sales Tax Budget |               |
|------------------|---------------|
| FY 2002          | 245.7 million |
| FY 2003          | 243.7 million |
| Increase         | 2.0 million   |

The budget projects sales tax to grow about 3% over FY 2001 collections. Each 1% of growth generates only \$1.5 million government-wide and only about \$460,000 in the GSD General Fund.

## Federal, State, and Other

| Federal, State, & Other Gov't Agencies Budget |               |
|---|---------------|
| FY 2002                                       | 240.0 million |
| FY 2003                                       | 240.0 million |
| Increase                                      | -0- million   |

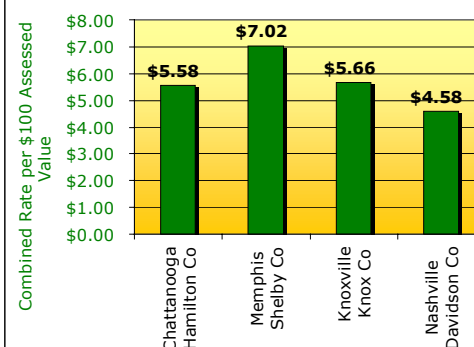
| Other Revenues Budget |               |
|-----------------------|---------------|
| FY 2002               | 140.7 million |
| FY 2003               | 149.8 million |
| Increase              | 9.1 million   |

The only significant changes in other local revenues are the reallocation of the Hall Income Tax and some franchise fees to the USD General Fund to reflect those revenues' support of USD functions.

**FY 2003 Property Tax Rates per \$100 of Assessed Value**

| District                        | Fund                 | Rate   |
|---------------------------------|----------------------|--------|
| GSD (General Services District) | General              | \$1.94 |
|                                 | Schools              | 1.27   |
|                                 | General Debt Service | .43    |
|                                 | Schools Debt Service | .20    |
| Subtotal - GSD                  |                      | \$3.84 |
| USD (Urban Services District)   | General              | \$ .64 |
|                                 | General Debt Service | .10    |
|                                 | Subtotal - USD       | \$ .74 |
| Combined USD rate               |                      | \$4.58 |

**Tennessee 2001 City-County Property Tax Rates**



The budget proposes no change in the rate of the 2.25% local option sales tax. It also proposes no change in its current distribution of 2/3 (1.50%) to schools (including schools debt service) and 1/3 (0.75%) to general purposes. (By state law, at least 1/2 of the local sales tax must be allocated to schools.)

The budget estimates federal, state, and other revenues are based on our best estimates of those revenues. This category also includes other revenues, reimbursements, and grants. The Finance Department began moving most grant revenues and expenditures from the general funds to various grant special revenue funds since FY 2000. This will continue during FY 2003, although some of these revenues remain in the GSD General Fund.



# Executive Summary



## Trans. from Other Funds

The budget does not call for any significant changes in interfund transfers.

## Fund Balances

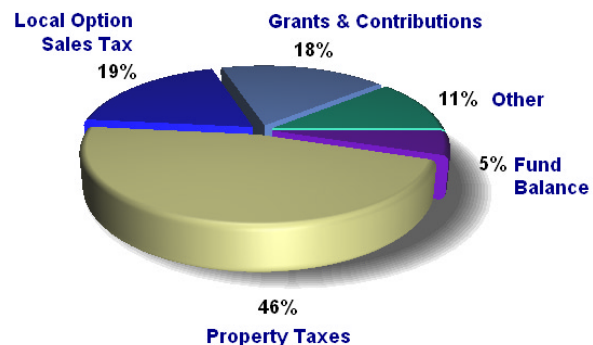
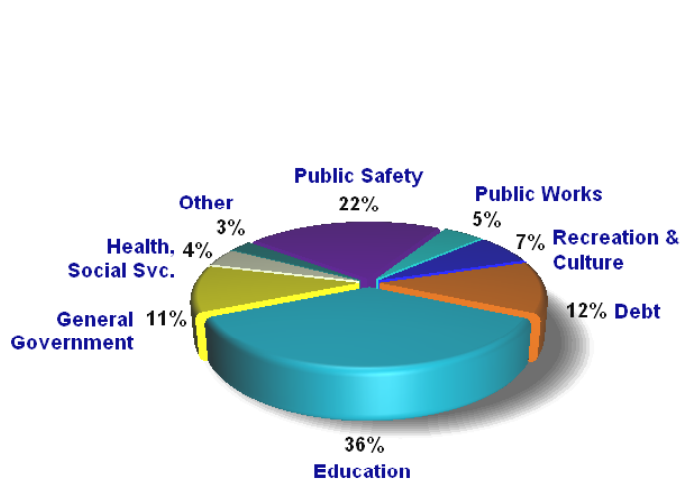
The FY 2003 budget appropriates modest fund balances in various funds. Many of these are for one-time appropriations. Using conservative estimates, balances should remain above our 5% minimum set by management

## Budget Summary

This table and the following pie charts summarize the FY 2003 budget.

**Summary of the FY 2003 Budget - Six Budgetary Funds**  
Per Budget Ordinance

|                                       | <b>GSD<br/>General<br/>Fund</b> | <b>GSD<br/>Debt<br/>Service</b> | <b>GSD<br/>School<br/>Debt Svc</b> | <b>GSD<br/>School<br/>Fund</b> | <b>USD<br/>General<br/>Fund</b> | <b>USD<br/>Debt<br/>Service</b> | <b>Duplicated<br/>by Interfund<br/>Transfers</b> | <b>Total</b>            |
|---------------------------------------|---------------------------------|---------------------------------|------------------------------------|--------------------------------|---------------------------------|---------------------------------|--|-------------------------|
| <b>Estimated Revenues:</b>            |                                 |                                 |                                    |                                |                                 |                                 |  |                         |
| Property Taxes                        | \$ 267,144,085                  | \$ 58,125,989                   | \$ 27,178,343                      | \$ 172,763,183                 | \$ 75,276,364                   | \$ 9,470,848                    | \$ -   | \$ 609,958,812          |
| Local Option Sales Tax                | 79,509,853                      | 2,000,000                       | 14,948,019                         | 146,207,445                    | 1,067,879                       | -                               | -  | 243,733,196             |
| Grants & Contributions                | 81,834,939                      | 1,455,000                       | -                                  | 147,006,914                    | 9,747,645                       | -                               | -  | 240,044,498             |
| All Other Revenues                    | 112,879,292                     | 13,787,515                      | 1,030,340                          | 8,639,745                      | 11,752,519                      | 8,871,285                       | (7,163,285)                                      | 149,797,411             |
| Fund Balance Appropriated             | 35,917,954                      | 10,788,474                      | 13,259,289                         | 2,982,713                      | 3,934,230                       | 1,792,117                       | -  | 68,674,777              |
| <b>Total Revenues</b>                 | <b>\$ 577,286,123</b>           | <b>\$ 86,156,978</b>            | <b>\$ 56,415,991</b>               | <b>\$ 477,600,000</b>          | <b>\$ 101,778,637</b>           | <b>\$ 20,134,250</b>            | <b>\$ (7,163,285)</b>                            | <b>\$ 1,312,208,694</b> |
| <b>Appropriated Expenditures:</b>     |                                 |                                 |                                    |                                |                                 |                                 |  |                         |
| General Government                    | 97,137,083                      | -                               | -                                  | -                              | 25,026,638                      | -                               | (\$951,234)                                      | 121,212,487             |
| Fiscal Administration                 | \$21,451,829                    | -                               | -                                  | -                              | -                               | -                               | -  | 21,451,829              |
| Administration of Justice             | 42,441,520                      | -                               | -                                  | -                              | -                               | -                               | -  | 42,441,520              |
| Law Enforcement & Jails               | 165,053,968                     | -                               | -                                  | -                              | 481,000                         | -                               | (481,000)  | 165,053,968             |
| Fire Prevention & Control             | 27,927,212                      | -                               | -                                  | -                              | 57,820,955                      | -                               | -  | 85,748,167              |
| Regulation & Inspection               | \$32,776,385                    | -                               | -                                  | -                              | 1,212,258                       | -                               | -  | 33,988,643              |
| Conservation of Resources             | 436,927                         | -                               | -                                  | -                              | -                               | -                               | -  | 436,927                 |
| Social Services                       | 13,638,083                      | -                               | -                                  | -                              | -                               | -                               | -  | 13,638,083              |
| Health & Hospitals                    | 39,910,942                      | -                               | -                                  | -                              | -                               | -                               | -  | 39,910,942              |
| Public Libraries                      | 18,093,049                      | -                               | -                                  | -                              | -                               | -                               | -  | 18,093,049              |
| Recreational & Cultural               | 73,201,443                      | -                               | -                                  | -                              | 135,440                         | -                               | -  | 73,336,883              |
| Public Works (General)                | \$45,217,682                    | -                               | -                                  | -                              | \$17,102,346                    | -                               | (16,250)   | 62,303,778              |
| Education                             | -                               | -                               | -                                  | 477,600,000                    | -                               | -                               | (2,297,903)                                      | 475,302,097             |
| Debt Service                          | -                               | 86,156,978                      | 56,415,991                         | -                              | -                               | 20,134,250                      | (3,416,898)                                      | 159,290,321             |
| Reserves                              | -                               | -                               | -                                  | -                              | -                               | -                               | -  | -                       |
| <b>Total Expenditures</b>             | <b>\$ 577,286,123</b>           | <b>\$ 86,156,978</b>            | <b>\$ 56,415,991</b>               | <b>\$ 477,600,000</b>          | <b>\$ 101,778,637</b>           | <b>\$ 20,134,250</b>            | <b>\$ (7,163,285)</b>                            | <b>\$ 1,312,208,694</b> |
| <b>Projected Surplus or (Deficit)</b> | <b>-</b>                        | <b>-</b>                        | <b>-</b>                           | <b>-</b>                       | <b>-</b>                        | <b>-</b>                        | <b>-</b>   | <b>-</b>                |





## This Book's Organization

This book divides budget information into different sections, each with its own series of page numbers.

**Section A** is this Executive Summary of the budget.

**Sections B-H** present more descriptive information about each department's budget and operations. These departments are organized by function.

### Departmental Information

The following is provided for each agency (department, commission, board, or elected office).

**At a Glance** – Basic descriptive and narrative description that describes the department and summarizes its budget. This includes:

- Strategic vision and mission, or legal authority.
- Budget summary. The table first presents expenditures for the department's primary operating fund, followed by total expenditures for its other annually-budgeted funds. If the department has multiple primary operating funds, they are listed individually. Note that total expenditures may be overstated by the amount of transfers between the funds that the department uses.

Revenues are either **program revenues** (fees, charges, grants, and contributions specifically generated by or for services that the department provides) or **non-program revenues** and **transfers from other funds** that are recorded by the Fastnet accounting system in the department's business units, but not are not intended to support the department's programs.

The difference between total expenditures and program revenues indicates how much the department's programs depend on general public money.

- The position summary shows authorized position headcounts and full-time-equivalent positions.
- Contact information shows how to contact the agency head and the agency's budget manager.
- The organization chart starts with the elected official, board, or commission that oversees this agency, department, or office, and shows major functions or organization units.
- Highlights show changes in the FY 2003 budget.
- The overview describes the department's activities based on the organization chart.

**Performance** – This section measures achievement of objectives for each significant activity or service, with projected targets for FY 2003. This year's measures reflect a move toward clearer, more concise, more relevant performance information.

**Financial Data** shows the following for each annually-budgeted major fund (or group of minor

funds) in the department, beginning with its primary operating fund (usually the GSD General Fund):

- The **EXPENDITURE BY TYPE** and **REVENUE BY SOURCE** reports show budgeted and actual expenditures and revenues (respectively) by revenue or expenditure object group for the fund and department as a whole (not by business unit).

Revenues are characterized as program revenues and non-program revenues. Expenditures are grouped by object of expenditure. These revenues and expenditure object groups are described at the end of this section.

- Budgeted Positions & FTEs by fund shows budgeted position headcount, full-time equivalents (FTEs), and pay grade by class for each annually-budgeted fund in the department. They reflect some reclassifications due to the Mercer study.

### The Chart of Accounts

The budget is organized according to Metro's chart of accounts – the financial accounting and coding structure used in both the budget ordinance and this book. The chart of accounts is composed of funds, business units (BUs), and object accounts.

**Funds** are accounting entities with their own assets, liabilities, equity, revenues, and expenditures, for certain specific activities or to accomplish definite objectives. Fund numbers are five digits long.

Each fund is made up of one or more **business units**. Business Units are the lowest levels for which we need to manage and/or report separate financial data; they represent an organizational unit, program, or activity within a department and fund. A fund may have multiple business units, but each business unit is associated with only a single fund.

Within business units, **object accounts** represents individual types and sources of revenues or uses of expenditures. The same account numbers are used across all business units. Fastnet tracks financial information by business unit and object account.

The Fastnet human resources / payroll / position budgeting module tracks classes and positions.

### Presentation in this book

The budget is available from the Finance Department in detail, by fund, department, business unit, and object account. However, to present the budget at a meaningful and manageable level, this book presents the budget by fund (or groups of minor funds) and object group.

Object account groups used in this book is summarized as described on the following two pages. The object groups are presented here in the same order that is used in the departmental pages.



## Expenditure Object Groups Used in Budget Book Financial Schedules

### Personal Services:

**Salary Expense** – Holiday pay, injured on duty pay, leave pay, longevity, open range increases, out of class pay, overtime, perfect attendance, salaries & wages, shift differential

**Fringe Benefits** – Auto allowance, dental, group health, group life, OASDI, pension, SSN medical, FSA pre-tax savings

**Per Diem & Other Fees** – Class instructors, court reporter, game official, jury pay, legislative delegate, other per diem fees, poll workers, witness fees

### Other Services:

**Utilities** – Cable television, electricity, gas, Thermal, water

**Professional Services** – Accounting, appraisals, architectural, auditing, demolition, dialysis, engineering, facilities management, investigators, laboratory, landscaping, legal, management consultants, project administration, project management, software consultants, subcontractors

**Purchased Services** – Administrative services, archiving, billing, bottled water, care of animals, care of persons, chipper service, collections, curbside recycling, flight service, food preparation, grounds maintenance, hazardous waste disposal, health services, internet services, interpreters, janitorial, laundry, meter reading, other purchased service, personal contract service, pest control, property protection, recycling, refuse disposal, sweeping, towing

**Travel** – Air travel, local travel, out-of-town travel, parking

**Communications** – Pagers, postage and delivery, telephones

**Printing** – Binding, plan printing, sign printing

**Advertising & Promotion** – All advertising and promotion costs

**Subscriptions** – All subscriptions

**Tuition, Registration, & Membership Dues** – Employee tuition reimbursement, membership dues, registration, tuition

**Repairs & Maintenance Services** – Automotive repairs, building maintenance, computer repair, electrical repairs, mechanical repairs, office equipment repairs, other repairs, plumbing repairs, road and street paving/repairs

**Internal Service Fees** – Central printing, facilities project management, information systems, motor pool, office supplies, postal service, radio shop, treasury management

### Other Expense:

**Supplies and Materials** – Auto fuel & supply, books, clothing, computer hardware & software, construction supply, educational supply, electronic parts, fire hydrant parts, food & ice, furniture, laboratory supplies, medical supplies, office supplies, paint, printing supplies, repair & maintenance supplies, signs, uniforms

**Misc. Other Expenses & Payments** – Bad debt, council reimbursements, court costs, damages and small claims, parking violation fees, refund errors

**Fixed Charges** – Bank fees, deferred compensation payments, finance charges, fixed charges, insurance, interest expense, investment fees, rent, surety bonds

**Licenses, Permits, & Fees** – Alarm permits, auto emission tests, beer permits, drivers license, drug tests, elevator permits, food service permits, hazardous waste permits, notary, pharmacy license, software licenses, state water quality permits, underground tank fees, vehicle registrations, water pollution fees

**Taxes** – Business tax, demolition, nursing home tax, personalty tax, professional privilege tax, sales tax

**Grant Contributions & Awards** – Contract performance bonus, contributions and grants, employee awards, training stipend

**Pension, Annuity, Debt, & Other Costs** – Amortization expense, arbitrage rebate, bond sale expense, compensation for damages, debt service, dental claims, depreciation, discount on bonds, educational programs, health claims, interest expense, pension, principal retirement

**Equipment, Buildings, & Land** – Buildings, building improvements, capital outlay, computer equipment, furniture and fixtures, infrastructure, land, machinery, motor vehicles

**Special Projects** – Budget allotment offset, budget intra-fund transfer, NCAC charges

**Transfers To Other Funds & Units** – Transfers to other funds and component units, debt service, environmental remediation, Farmers Market subsidy, health services, hospital subsidy, hotel occupancy, local match for grants, MDHA, MTA, NCAC, operational transfers, rent, solid waste, stadium debt, Sports Authority



## Revenue Object Groups Used in Budget Book Financial Schedules

**Program Revenue** – Fees, charges, grants, and contributions specifically generated by or for services that the department provides. They are intended to fully or partially fund the specific program, and so reduce the net cost of the of the program to be financed from the government's general revenues. They may be generated either from the program's customers (like user fees) or from outside parties (like categorical grants).

**Charges For Current Services** – Admissions, advertising, ambulance fees, appeals, arena operations, auditorium use, concessions, convention center operations, data processing fee, day care service, disposal fee, drug testing fee, dumping, engineering fee, entry fees, external source recovery, facility use fee, Farmers Market fees, fire hydrant inspection, Flea Market revenues, golf cart rental, green fees, hospital fees, immunization fees, internal service fees, legal services, library fees, lobbyist registration, maps, Medical Examiner fees, medical services, membership fees, Municipal Auditorium operations, NCAC reimbursements, parking, Police secondary employment, publications, raceway revenue, radio repair, state fair revenue, vehicle emission test fees, workshop fees

**Commissions and Fees** – Court clerk commissions and fees, elected officials commissions and fees, Metro court fees

**Federal Direct** – Department of Justice revenue sharing, Federal Treasury revenue sharing, Federal Medicare, Federal SSI reimbursement, other federal grants

**Federal Through State** – Federal revenue sharing through state, Medicaid/TennCare through state

**Federal Through Other Pass-Through** – All federal payments other than federal direct or federal through state, including Medicaid/TennCare through other, Medicare through other

**State Direct** – Alcoholic beverage tax apportionment, drug enforcement, education appropriation, excise tax allocation, felony forfeitures, gas & fuel tax (city and county), gas inspection fees, post-mortem reimbursement, sales tax levy

**Other Government Agencies** – Other Tennessee government agencies, agencies of other governmental units

**Contributions and Gifts** – Cash contributions, contribution from a group or individual, deferred compensation contribution, sale of donated property

**Miscellaneous Revenue** – Cost reimbursement, litigation settlement, premium for property loss, premium for self-insured liability, recycling rebate, sales of miscellaneous items, unapplied deposit, unclaimed property, vending revenue

**Use of Money or Property** – Bond proceeds, contributions of capital, easement rights, finance charges, Metro Investment Pool interest, notes proceeds, premium on bonds

**Non-Program Revenue** – Revenues that are recorded by the Fastnet accounting system in the department's business units, but not are not intended to support the department's programs.

**Property Taxes** – In-lieu payments, personal ad valorem tax, personal property tax, public utility tax, real property tax

**Local Option Sales Tax** – Local option sales taxes, Tennessee telecommunication sales tax

**Other Taxes, Licenses, and Permits** – Alarm device permits, alcoholic beverage tax, beer permits, building permits, business tax, emergency wrecker license, excavation permits, franchises, hotel occupancy taxes, marriage license, motor vehicle license, obstruction permit, plumbing permits, sidewalk & right-of-way permits, solicitation permits, taxicab license, temporary street closure permits, wholesale liquor tax

**Fines, Forfeits, and Penalties** – Civil fines, confiscated cash, court-ordered restitutions, DUI fines, judgments recovered, litigation tax, Metro court fines and costs, offender program income, traffic violation fine, vehicle tow-in fees, warrant fees

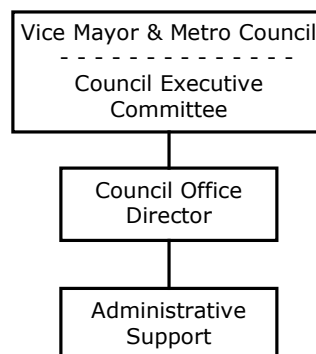
**Compensation From Property** – Abandoned vehicle auction, external source recovery, gain (loss) on sale of property, insurance recovery, rent, subrogation recovery

**Transfers From Other Funds and Units** – Capital improvement plan, Council appropriations, debt service, environmental remediation, equity transfers between funds, Farmers Market subsidy, hospital subsidies, legal services, local match for grants, Police service, school programs

## O2 Metropolitan Council–At a Glance

| <b>Vision</b>                      | The Metropolitan County Council will serve the needs of all people in the area of Metropolitan Government by promoting health, safety and public welfare.  |                           |                           |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |                   |                   |                   |                     |   |   |   |           |   |   |   |                       |                   |                   |                   |  |  |
|------------------------------------|--|---------------------------|---------------------------|----------------|----------------|------------------------------------|--|--|--|------------------|-------------|-------------|-------------|-----------------------|---|---|---|---------------------------|---------------------------|---------------------------|---------------------------|--------------------------------|--|--|--|------------------------------|-----|-----|-----|-------------------|---|---|---|-----------------------|---|---|---|------------------------------|-------------------|-------------------|-------------------|---------------------|---|---|---|-----------|---|---|---|-----------------------|-------------------|-------------------|-------------------|--|--|
| <b>Mission</b>                     | To enact ordinances and resolutions that set the public policy for the Metropolitan Government.  |                           |                           |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |                   |                   |                   |                     |   |   |   |           |   |   |   |                       |                   |                   |                   |  |  |
| <b>Budget Summary</b>              | <table> <tr> <th></th><th><u>2000-01</u></th><th><u>2001-02</u></th><th><u>2002-03</u></th></tr> <tr> <td><b>Expenditures and Transfers:</b></td><td></td><td></td><td></td></tr> <tr> <td>GSD General Fund</td><td>\$1,088,808</td><td>\$1,329,234</td><td>\$1,392,746</td></tr> <tr> <td>Special purpose funds</td><td>0</td><td>0</td><td>0</td></tr> <tr> <td><b>Total Expenditures</b></td><td><b><u>\$1,088,808</u></b></td><td><b><u>\$1,329,234</u></b></td><td><b><u>\$1,392,746</u></b></td></tr> <tr> <td><b>Revenues and Transfers:</b></td><td></td><td></td><td></td></tr> <tr> <td>Charges, Commissions, &amp; Fees</td><td>\$0</td><td>\$0</td><td>\$0</td></tr> <tr> <td>Other Governments</td><td>0</td><td>0</td><td>0</td></tr> <tr> <td>Other Program Revenue</td><td>0</td><td>0</td><td>0</td></tr> <tr> <td><b>Total Program Revenue</b></td><td><b><u>\$0</u></b></td><td><b><u>\$0</u></b></td><td><b><u>\$0</u></b></td></tr> <tr> <td>Non-program Revenue</td><td>0</td><td>0</td><td>0</td></tr> <tr> <td>Transfers</td><td>0</td><td>0</td><td>0</td></tr> <tr> <td><b>Total Revenues</b></td><td><b><u>\$0</u></b></td><td><b><u>\$0</u></b></td><td><b><u>\$0</u></b></td></tr> </table> |                           | <u>2000-01</u>            | <u>2001-02</u> | <u>2002-03</u> | <b>Expenditures and Transfers:</b> |  |  |  | GSD General Fund | \$1,088,808 | \$1,329,234 | \$1,392,746 | Special purpose funds | 0 | 0 | 0 | <b>Total Expenditures</b> | <b><u>\$1,088,808</u></b> | <b><u>\$1,329,234</u></b> | <b><u>\$1,392,746</u></b> | <b>Revenues and Transfers:</b> |  |  |  | Charges, Commissions, & Fees | \$0 | \$0 | \$0 | Other Governments | 0 | 0 | 0 | Other Program Revenue | 0 | 0 | 0 | <b>Total Program Revenue</b> | <b><u>\$0</u></b> | <b><u>\$0</u></b> | <b><u>\$0</u></b> | Non-program Revenue | 0 | 0 | 0 | Transfers | 0 | 0 | 0 | <b>Total Revenues</b> | <b><u>\$0</u></b> | <b><u>\$0</u></b> | <b><u>\$0</u></b> |  |  |
|                                    | <u>2000-01</u>   | <u>2001-02</u>            | <u>2002-03</u>            |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |                   |                   |                   |                     |   |   |   |           |   |   |   |                       |                   |                   |                   |  |  |
| <b>Expenditures and Transfers:</b> |  |                           |                           |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |                   |                   |                   |                     |   |   |   |           |   |   |   |                       |                   |                   |                   |  |  |
| GSD General Fund                   | \$1,088,808  | \$1,329,234               | \$1,392,746               |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |                   |                   |                   |                     |   |   |   |           |   |   |   |                       |                   |                   |                   |  |  |
| Special purpose funds              | 0  | 0                         | 0                         |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |                   |                   |                   |                     |   |   |   |           |   |   |   |                       |                   |                   |                   |  |  |
| <b>Total Expenditures</b>          | <b><u>\$1,088,808</u></b>  | <b><u>\$1,329,234</u></b> | <b><u>\$1,392,746</u></b> |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |                   |                   |                   |                     |   |   |   |           |   |   |   |                       |                   |                   |                   |  |  |
| <b>Revenues and Transfers:</b>     |  |                           |                           |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |                   |                   |                   |                     |   |   |   |           |   |   |   |                       |                   |                   |                   |  |  |
| Charges, Commissions, & Fees       | \$0  | \$0                       | \$0                       |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |                   |                   |                   |                     |   |   |   |           |   |   |   |                       |                   |                   |                   |  |  |
| Other Governments                  | 0  | 0                         | 0                         |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |                   |                   |                   |                     |   |   |   |           |   |   |   |                       |                   |                   |                   |  |  |
| Other Program Revenue              | 0  | 0                         | 0                         |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |                   |                   |                   |                     |   |   |   |           |   |   |   |                       |                   |                   |                   |  |  |
| <b>Total Program Revenue</b>       | <b><u>\$0</u></b>  | <b><u>\$0</u></b>         | <b><u>\$0</u></b>         |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |                   |                   |                   |                     |   |   |   |           |   |   |   |                       |                   |                   |                   |  |  |
| Non-program Revenue                | 0  | 0                         | 0                         |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |                   |                   |                   |                     |   |   |   |           |   |   |   |                       |                   |                   |                   |  |  |
| Transfers                          | 0  | 0                         | 0                         |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |                   |                   |                   |                     |   |   |   |           |   |   |   |                       |                   |                   |                   |  |  |
| <b>Total Revenues</b>              | <b><u>\$0</u></b>  | <b><u>\$0</u></b>         | <b><u>\$0</u></b>         |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |                   |                   |                   |                     |   |   |   |           |   |   |   |                       |                   |                   |                   |  |  |
| <b>Positions</b>                   | Total Budgeted Positions   | 47                        | 49                        |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |                   |                   |                   |                     |   |   |   |           |   |   |   |                       |                   |                   |                   |  |  |
| <b>Contacts</b>                    | <div> <div> Director of Council Office: Don Jones<br/> Financial Manager: Roseanne Hayes<br/> 102 Metro Courthouse 37201 </div> <div> email: NA<br/> email: rhayes@metro.nashville.org<br/> Phone: 862-6780    FAX: 862-6784 </div> </div>   |                           |                           |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |                   |                   |                   |                     |   |   |   |           |   |   |   |                       |                   |                   |                   |  |  |

### Organizational Structure



## O2 Metropolitan Council–At a Glance

### Budget Highlights FY 2003

|   |                 |
|---|-----------------|
| • Contract adjustment for Director                              | \$5,400         |
| • Benefit adjustment for 2 vacant positions and Council members | 39,900          |
| • Bottled water service   | 300             |
| • Postage for UPS, FEDEX, Airborne and overnight postal         | 200             |
| • Pay Plan/Benefit adjustments                                  | 22,000          |
| • Postal Service rates increase                                 | 1,300           |
| • Information System billings                                   | -1,888          |
| • Telecommunication net adjustment                              | -3,700          |
| Total   | <u>\$63,512</u> |

### Overview

#### ADMINISTRATIVE SUPPORT

The Administrative Support Division conducts research, drafts legislation, and provides general clerical assistance to the 40 member Metropolitan Council.



## O2 Metropolitan Council–Performance

| <u>Objectives</u>   | <u>Performance Measures</u>                 | <u>FY 2001<br/>Budget</u> | <u>FY 2001<br/>Actuals</u> | <u>FY 2002<br/>Budget</u> | <u>FY 2003<br/>Budget</u> |
|---|---|---------------------------|----------------------------|---------------------------|---------------------------|
| <b>ADMINISTRATIVE SUPPORT</b>   |   |                           |                            |                           |                           |
| 1. Research and draft legislation for the forty-member Metropolitan Council.        | Proposed legislation researched and drafted | 2,400                     | 503                        | 2,400                     | 564                       |
| 2. Provide agenda analysis of all legislation matters for the Metropolitan Council. | Legislation analyzed and filed              | 1,800                     | 762                        | 1,800                     | 869                       |
| 3. Prepare and administer the operating budget of Metro Council.                    | Council Budget prepared                     | 1                         | 1                          | 1                         | 1                         |

## O2 Metropolitan Council–Financial

### Metropolitan Council GSD General Fund

| EXPENSE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>OPERATING EXPENSE:</b>                        |                   |                    |                   |                   |
| <b>PERSONAL SERVICES:</b>                        |                   |                    |                   |                   |
| Salary Expense                                   | 577,058           | 560,579            | 714,483           | 739,183           |
| Fringe Benefits                                  | 181,645           | 140,316            | 218,956           | 261,556           |
| Per Diem & Other Fees                            | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL PERSONAL SERVICES</b>                   | <b>758,703</b>    | <b>700,895</b>     | <b>933,439</b>    | <b>1,000,739</b>  |
| <b>OTHER SERVICES:</b>                           |                   |                    |                   |                   |
| Utilities  | 0                 | 0                  | 0                 | 0                 |
| Professional Services                            | 0                 | 0                  | 0                 | 0                 |
| Purchased Services                               | 575               | 521                | 575               | 875               |
| Travel   | 60,706            | 57,176             | 60,706            | 60,706            |
| Communications                                   | 1,500             | 5,010              | 1,500             | 1,700             |
| Printing   | 2,915             | 0                  | 2,915             | 2,915             |
| Advertising & Promotion                          | 0                 | 0                  | 0                 | 0                 |
| Subscriptions                                    | 0                 | 106                | 0                 | 0                 |
| Tuition, Reg., & Membership Dues                 | 31,618            | 30,205             | 31,618            | 31,618            |
| Repairs & Maintenance Services                   | 7,375             | 2,482              | 7,375             | 7,375             |
| Internal Service Fees                            | 39,155            | 44,666             | 57,081            | 52,793            |
| <b>TOTAL OTHER SERVICES</b>                      | <b>143,844</b>    | <b>140,166</b>     | <b>161,770</b>    | <b>157,982</b>    |
| <b>OTHER EXPENSE:</b>                            |                   |                    |                   |                   |
| Supplies and Materials                           | 3,242             | 3,130              | 12,625            | 12,625            |
| Misc. Other Expenses & Payments                  | 183,019           | 120,507            | 221,400           | 221,400           |
| Fixed Charges                                    | 0                 | 0                  | 0                 | 0                 |
| Licenses, Permits, & Fees                        | 0                 | 0                  | 0                 | 0                 |
| Taxes  | 0                 | 0                  | 0                 | 0                 |
| Grant Contributions & Awards                     | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL OTHER EXPENSE</b>                       | <b>186,261</b>    | <b>123,637</b>     | <b>234,025</b>    | <b>234,025</b>    |
| <b>PENSION, ANNUITY, DEBT, &amp; OTHER COSTS</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>EQUIPMENT, BUILDINGS, &amp; LAND</b>          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>SPECIAL PROJECTS</b>                          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL OPERATING EXPENSE</b>                   | <b>1,088,808</b>  | <b>964,698</b>     | <b>1,329,234</b>  | <b>1,392,746</b>  |
| <b>TRANSFERS TO OTHER FUNDS &amp; UNITS:</b>     | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL EXPENSE AND TRANSFERS</b>               | <b>1,088,808</b>  | <b>964,698</b>     | <b>1,329,234</b>  | <b>1,392,746</b>  |



## O2 Metropolitan Council–Financial

### Metropolitan Council GSD General Fund

| REVENUE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>PROGRAM REVENUE:</b>                          |                   |                    |                   |                   |
| <b>Charges, Commissions, &amp; Fees</b>          |                   |                    |                   |                   |
| Charges For Current Services                     | 0                 | 0                  | 0                 | 0                 |
| Commissions and Fees                             | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Charges, Commissions, &amp; Fees</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>Other Governments &amp; Agencies</b>          |                   |                    |                   |                   |
| Federal Direct                                   | 0                 | 0                  | 0                 | 0                 |
| Federal Through State                            | 0                 | 0                  | 0                 | 0                 |
| Federal Through Other Pass-Through               | 0                 | 0                  | 0                 | 0                 |
| State Direct                                     | 0                 | 0                  | 0                 | 0                 |
| Other Government Agencies                        | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Governments &amp; Agencies</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>Other Program Revenue</b>                     |                   |                    |                   |                   |
| Contributions and Gifts                          | 0                 | 0                  | 0                 | 0                 |
| Miscellaneous Revenue                            | 0                 | 0                  | 0                 | 0                 |
| Use of Money or Property                         | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Program Revenue</b>            | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL PROGRAM REVENUE</b>                     | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>NON-PROGRAM REVENUE:</b>                      |                   |                    |                   |                   |
| Property Taxes                                   | 0                 | 0                  | 0                 | 0                 |
| Local Option Sales Tax                           | 0                 | 0                  | 0                 | 0                 |
| Other Taxes, Licenses, & Permits                 | 0                 | 0                  | 0                 | 0                 |
| Fines, Forfeits, & Penalties                     | 0                 | 0                  | 0                 | 0                 |
| Compensation From Property                       | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL NON-PROGRAM REVENUE</b>                 | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TRANSFERS FROM OTHER FUNDS AND UNITS:</b>     | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL REVENUE AND TRANSFERS</b>               | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |

## O2 Metropolitan Council–Financial

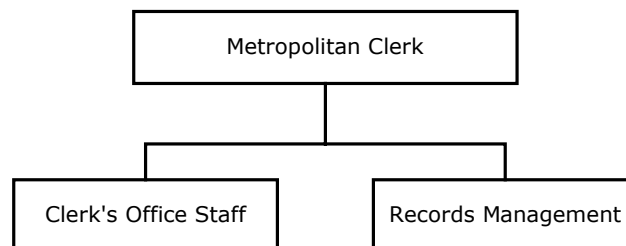
**Reminder:** Some classifications were deleted and new classifications (class number 10000 and above) were added to implement the 2002 Reclassification Study & Pay Plan. Many of the class changes from FY 2001 to FY 2002 were due to implementing that Study.

|                                    |              | FY 2001          |                 | FY 2002          |                 | FY 2003          |                 |
|------------------------------------|--------------|------------------|-----------------|------------------|-----------------|------------------|-----------------|
| <u>Class</u>                       | <u>Grade</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> |
| <b>02 Council - GSD Fund 10101</b> |              |                  |                 |                  |                 |                  |                 |
| Admin Services Officer 1           | 2660 SR06    | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Admin Services Officer 2           | 7243 SR08    | 1                | 1.0             | 2                | 2.0             | 2                | 2.0             |
| Admin Services Officer 4           | 7245 SR12    | 2                | 2.0             | 3                | 3.0             | 3                | 3.0             |
| Office Assistant III               | 7749 GS05    | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Council Member                     | 1334 CM00    | 40               | 40.0            | 40               | 40.0            | 40               | 40.0            |
| Director of Council Research Staff | 7207 NS      | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Vice Mayor                         | 5754 VM00    | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| <b>Total Positions &amp; FTE</b>   |              | <b>47</b>        | <b>47.0</b>     | <b>49</b>        | <b>49.0</b>     | <b>49</b>        | <b>49.0</b>     |

## 03 Metropolitan Clerk–At a Glance

|                       |   |   |   |   |
|-----------------------|---|---|---|---|
| <b>Vision</b>         | To offer in a web-based format, easy and efficient access to the public records maintained in the Metropolitan Clerk's Office for research and licensing purposes.<br><br>To provide a comprehensive government-wide records management program that will offer technology and other resources to all departments and agencies of the Metropolitan Government to meet the multitude and variety of recordkeeping needs throughout the government. |   |   |   |
| <b>Mission</b>        | To serve as the recordkeeping office for Metropolitan Government for all documents relating to official actions of the Metro Government, including the recording and safekeeping of minutes and legislation of the Metropolitan Council that set the public policy for the Metropolitan Government.   |   |   |   |
| <b>Budget Summary</b> | <b>Expenditures and Transfers:</b><br>GSD General Fund<br>Special purpose funds<br><b>Total Expenditures</b><br><b>Revenues and Transfers:</b><br>Charges, Commissions, & Fees<br>Other Governments<br>Other Program Revenue<br><b>Total Program Revenue</b><br>Non-program Revenue<br>Transfers<br><b>Total Revenues</b>   | <b>2000-01</b><br>\$463,691<br>0<br><b>\$463,691</b><br>\$3,000<br>0<br>0<br><b>\$3,000</b><br>661,000<br>0<br><b>\$664,000</b> | <b>2001-02</b><br>\$502,025<br>0<br><b>\$502,025</b><br>\$9,800<br>0<br>0<br><b>\$9,800</b><br>687,000<br>0<br><b>\$696,800</b> | <b>2002-03</b><br>\$839,273<br>0<br><b>\$839,273</b><br>\$8,000<br>0<br>0<br><b>\$8,000</b><br>689,000<br>0<br><b>\$697,000</b> |
| <b>Positions</b>      | Total Budgeted Positions  | 7   | 7   | 11  |
| <b>Contacts</b>       | Metropolitan Clerk: Marilyn Swing<br>205 Metro Courthouse 37201<br>email: mswing@metro.nashville.org<br>Phone: 862-6770 FAX: 862-6774   |   |   |   |

### Organizational Structure



## 03 Metropolitan Clerk–At a Glance

### Budget Highlights FY 2003

|   |                  |
|---|------------------|
| • Pay Plan/Benefit adjustments  | \$12,400         |
| • Postal Service rates increase   | 4,300            |
| • Information Systems billings  | 20,597           |
| • Telecommunication net adjustment  | -2,049           |
| • Add Information Systems Technician 2 to manage changes to document imaging and retrieval          | 45,300           |
| • Add Administrative Services Officer to assume responsibility for Charitable Solicitations Program | 46,600           |
| • Add Customer Service Field Rep 3 to handle increased volume of records                            | 35,700           |
| • Staffing and Technology needs for Record Center per Records Management Study completed May 2002   | 160,500          |
| • Postal Expense – additional mailings  | 400              |
| • Employee travel and supplies  | 600              |
| • Transfer maintenance for Records Center to General Services                                       | -3,700           |
| • Shredder service requirement for disposal of sensitive records                                    | 14,000           |
| • Central Printing charges  | 1,500            |
| • Temporary service   | 600              |
| • Printing/binding  | 500              |
| Total   | <u>\$337,248</u> |

### Overview

#### CLERK'S OFFICE STAFF

The Metropolitan Clerk's Office serves as the records repository for all documents relating to official actions of the Metropolitan Government. This includes the legislative history of the city and any documents such as contracts, agreements, leases, deeds, or easements to which the government is a party.

The Clerk is custodian of the Council legislation from filing through permanent retention and is responsible for the creation and preparation of the Metro Council agendas, minutes, and meeting schedules. It is the Clerk's duty to issue all official legal notices related to Council and committee meetings, public hearings, enactment of legislation, bond issues, annual budgets, and any other notices that are required by law.

Research is a major function of this office, as all documents on file are public record and available for public inspection. All information in the office is indexed and

easily accessible upon request by any governmental entity or any member of the public.

The Metropolitan Clerk serves as the Clerk to the Metropolitan Council and recorder of all actions taken by the legislative body.

The Metropolitan Clerk serves as secretary to the Metro Council Board of Ethical Conduct, which conducts investigations into alleged unethical conduct of any member of the Metropolitan Council.

Alarm permit registrations, currently averaging over 52,000 annually, are administered in the Clerk's Office and involve maintaining a database of information on each residential and commercial alarm system in the city as well as issuing on an annual basis a window decal to each user.

Alarm users who have an excessive number of false alarms, based on the criteria set by law, may have their permits revoked by the Alarm Appeals Board. The Metro Clerk is the secretary to the Board and is responsible for creating and preparing a monthly agenda, minutes, notices, and is the contact on all appeal cases.

Charitable Solicitations requires that an annual permit be issued to any charitable organization – whether benevolent, philanthropic, social services, welfare, civic, fraternal or patriotic – that solicits for money or other items of value within Metro Nashville. The permit process includes the filing of a significant amount of information by each applicant and a review and hearing by the Mayor-appointed board before the awarding of an annual permit. The Clerk's Office web site has been expanded to include, in addition to a list of all organizations with current permits, the full application that is submitted by any approved organizations.

#### RECORDS MANAGEMENT

The Records Center serves as a storage facility for non-permanent records of the entire government that remain in the legal custody of the originating department. The Center currently holds 14,518 cubic feet of records and received 5,565 requests from departments for their records during the last fiscal year. Operated since 1991 by a sole employee of the Clerk's Office, the manager of the Center also serves as a liaison with all Metro departments and agencies on the development of records retention schedules and on any records-related issues. The Records Center manager serves jointly with the Metro Archivist as co-staff to the Davidson County Public Records Commission.

## 03 Metropolitan Clerk–Performance

| Objectives  | Performance Measures   | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|---|--|-------------------|--------------------|-------------------|-------------------|
| <b>CLERK'S OFFICE STAFF</b>   |  |                   |                    |                   |                   |
| 1. Process all legislative actions of the Metropolitan Council and disseminate copies and certifications to all interested and affected parties.      | a. Number of copies and certifications prepared  | 110,000           | 110,000            | 99,000            | 100,000           |
|   | b. Percentage of requests filled within thirty minutes   | 98%               | 95%                | 98%               | 96%               |
| 2. Index all legislation and official documents for fast and easy retrieval; expand base of users.  | a. Number of records processed and indexed   | 46,000            | 46,000             | 48,000            | 49,000            |
|   | b. Number of Metro offices accessing computerized index  | 50                | 50                 | 50                | na                |
| 3. Administer alarm registration program to residential and commercial users.   | Number of permits issued   | 50,000            | 48,246             | 50,000            | 54,000            |
| 4. Develop web site to include all Council-related actions, and other documentation of use and information within Metro Government and to the public. | Number of files posted on web site   | na                | 4,136              | 4,500             | 5,200             |
| <b>RECORDS MANAGEMENT</b>   |  |                   |                    |                   |                   |
| 1. Coordination of records management training for departments.   | Number of records management training sessions conducted   | 3                 | 6                  | 3                 | 10                |
| 2. Manage records facility for protected, easily-accessible records.  | Number of 1 cu. ft. boxes distributed to departments for records storage                                   | 1,500             | 946                | 1,000             | 1,200             |
| 3. Reduction of inactive records storage in departments.  | a. Number of inactive records transferred to Metro Records Center  | 1,700             | 1,805              | 2,000             | 4,000             |
|   | b. Number of destroyed records stored in Records Center which have been retained for full retention period | 2,000             | 3,199              | 3,000             | 1,858             |
| 4. Administer a government-wide document management program.  | Number of prepared records disposition authorizations for Public Records Commission                        | 30                | 20                 | 35                | 35                |
| 5. Provide easy access to records for owner departments.  | Number of records requests received and filled   | 3,500             | 5,565              | 4,000             | 5,000             |

# 03 Metropolitan Clerk–Financial

## Metropolitan Clerk GSD General Fund

| EXPENSE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>OPERATING EXPENSE:</b>                        |                   |                    |                   |                   |
| <b>PERSONAL SERVICES:</b>                        |                   |                    |                   |                   |
| Salary Expense                                   | 261,865           | 245,519            | 265,678           | 455,699           |
| Fringe Benefits                                  | 60,986            | 61,854             | 64,115            | 106,269           |
| Per Diem & Other Fees                            | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL PERSONAL SERVICES</b>                   | <b>322,851</b>    | <b>307,373</b>     | <b>329,793</b>    | <b>561,968</b>    |
| <b>OTHER SERVICES:</b>                           |                   |                    |                   |                   |
| Utilities  | 2,140             | 2,875              | 2,984             | 0                 |
| Professional Services                            | 0                 | 0                  | 0                 | 0                 |
| Purchased Services                               | 27,261            | 29,025             | 29,014            | 47,739            |
| Travel   | 2,614             | 3,077              | 3,185             | 3,285             |
| Communications                                   | 23,425            | 23,097             | 23,905            | 25,005            |
| Printing   | 22,464            | 12,222             | 12,723            | 13,223            |
| Advertising & Promotion                          | 18,415            | 25,776             | 26,000            | 26,000            |
| Subscriptions                                    | 366               | 341                | 303               | 303               |
| Tuition, Reg., & Membership Dues                 | 1,335             | 3,107              | 3,200             | 5,200             |
| Repairs & Maintenance Services                   | 7,597             | 4,522              | 6,258             | 6,042             |
| Internal Service Fees                            | 19,097            | 29,250             | 50,769            | 83,117            |
| <b>TOTAL OTHER SERVICES</b>                      | <b>124,714</b>    | <b>133,292</b>     | <b>158,341</b>    | <b>209,914</b>    |
| <b>OTHER EXPENSE:</b>                            |                   |                    |                   |                   |
| Supplies and Materials                           | 13,470            | 9,677              | 10,266            | 63,766            |
| Misc. Other Expenses & Payments                  | 0                 | 0                  | 0                 | 0                 |
| Fixed Charges                                    | 2,631             | 2,809              | 1,000             | 1,000             |
| Licenses, Permits, & Fees                        | 25                | 2,969              | 2,625             | 2,625             |
| Taxes  | 0                 | 0                  | 0                 | 0                 |
| Grant Contributions & Awards                     | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL OTHER EXPENSE</b>                       | <b>16,126</b>     | <b>15,455</b>      | <b>13,891</b>     | <b>67,391</b>     |
| <b>PENSION, ANNUITY, DEBT, &amp; OTHER COSTS</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>EQUIPMENT, BUILDINGS, &amp; LAND</b>          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>SPECIAL PROJECTS</b>                          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL OPERATING EXPENSE</b>                   | <b>463,691</b>    | <b>456,120</b>     | <b>502,025</b>    | <b>839,273</b>    |
| <b>TRANSFERS TO OTHER FUNDS &amp; UNITS:</b>     | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL EXPENSE AND TRANSFERS</b>               | <b>463,691</b>    | <b>456,120</b>     | <b>502,025</b>    | <b>839,273</b>    |

# 03 Metropolitan Clerk–Financial

## Metropolitan Clerk GSD General Fund

| REVENUE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>PROGRAM REVENUE:</b>                          |                   |                    |                   |                   |
| <b>Charges, Commissions, &amp; Fees</b>          |                   |                    |                   |                   |
| Charges For Current Services                     | 3,000             | 3,993              | 9,800             | 8,000             |
| Commissions and Fees                             | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Charges, Commissions, &amp; Fees</b> | <b>3,000</b>      | <b>3,993</b>       | <b>9,800</b>      | <b>8,000</b>      |
| <b>Other Governments &amp; Agencies</b>          |                   |                    |                   |                   |
| Federal Direct                                   | 0                 | 0                  | 0                 | 0                 |
| Federal Through State                            | 0                 | 0                  | 0                 | 0                 |
| Federal Through Other Pass-Through               | 0                 | 0                  | 0                 | 0                 |
| State Direct                                     | 0                 | 0                  | 0                 | 0                 |
| Other Government Agencies                        | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Governments &amp; Agencies</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>Other Program Revenue</b>                     |                   |                    |                   |                   |
| Contributions and Gifts                          | 0                 | 0                  | 0                 | 0                 |
| Miscellaneous Revenue                            | 0                 | 0                  | 0                 | 0                 |
| Use of Money or Property                         | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Program Revenue</b>            | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL PROGRAM REVENUE</b>                     | <b>3,000</b>      | <b>3,993</b>       | <b>9,800</b>      | <b>8,000</b>      |
| <b>NON-PROGRAM REVENUE:</b>                      |                   |                    |                   |                   |
| Property Taxes                                   | 0                 | 0                  | 0                 | 0                 |
| Local Option Sales Tax                           | 0                 | 0                  | 0                 | 0                 |
| Other Taxes, Licenses, & Permits                 | 661,000           | 720,047            | 687,000           | 689,000           |
| Fines, Forfeits, & Penalties                     | 0                 | 0                  | 0                 | 0                 |
| Compensation From Property                       | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL NON-PROGRAM REVENUE</b>                 | <b>661,000</b>    | <b>720,047</b>     | <b>687,000</b>    | <b>689,000</b>    |
| <b>TRANSFERS FROM OTHER FUNDS AND UNITS:</b>     | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL REVENUE AND TRANSFERS</b>               | <b>664,000</b>    | <b>724,040</b>     | <b>696,800</b>    | <b>697,000</b>    |

## 03 Metropolitan Clerk–Financial

**Reminder:** Some classifications were deleted and new classifications (class number 10000 and above) were added to implement the 2002 Reclassification Study & Pay Plan. Many of the class changes from FY 2001 to FY 2002 were due to implementing that Study.

|                                   |              | FY 2001          |                 | FY 2002          |                 | FY 2003          |                 |
|-----------------------------------|--------------|------------------|-----------------|------------------|-----------------|------------------|-----------------|
| <u>Class</u>                      | <u>Grade</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> |
| <b>03 Clerk - GSD Fund 10101</b>  |              |                  |                 |                  |                 |                  |                 |
| Administrative Services Manager   | 7242 SR13    | 0                | 0.0             | 0                | 0.0             | 1                | 1.0             |
| Administrative Assistant 1        | 7240 GS06    | 1                | 1.0             | 0                | 0.0             | 0                | 0.0             |
| Administrative Assistant 2        | 7241 SR09    | 2                | 2.0             | 2                | 2.0             | 2                | 2.0             |
| Administrative Services Officer 3 | 7244 SR10    | 0                | 0.0             | 0                | 0.0             | 1                | 1.0             |
| Custodian 1                       | 7280 TG03    | 1                | 0.5             | 1                | 0.5             | 1                | 0.5             |
| Customer Service Field Rep 3      | 7738 SR07    | 0                | 0.0             | 0                | 0.0             | 1                | 1.0             |
| Information System Tech 2         | 7785 SR09    | 0                | 0.0             | 0                | 0.0             | 1                | 1.0             |
| Metropolitan Clerk                | 3140 SR14    | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Office Assistant 3                | 7749 GS05    | 1                | 1.0             | 0                | 0.0             | 0                | 0.0             |
| Office Manager 2                  | 7339 GS07    | 1                | 1.0             | 0                | 0.0             | 0                | 0.0             |
| Office Support Rep 3              | 10122 SR06   | 0                | 0.0             | 1                | 1.0             | 1                | 1.0             |
| Office Support Spec 1             | 10123 SR07   | 0                | 0.0             | 1                | 1.0             | 1                | 1.0             |
| Office Support Spec 2             | 10124 SR08   | 0                | 0.0             | 1                | 1.0             | 1                | 1.0             |
| <b>Total Positions &amp; FTE</b>  |              | <b>7</b>         | <b>6.5</b>      | <b>7</b>         | <b>6.5</b>      | <b>11</b>        | <b>10.5</b>     |

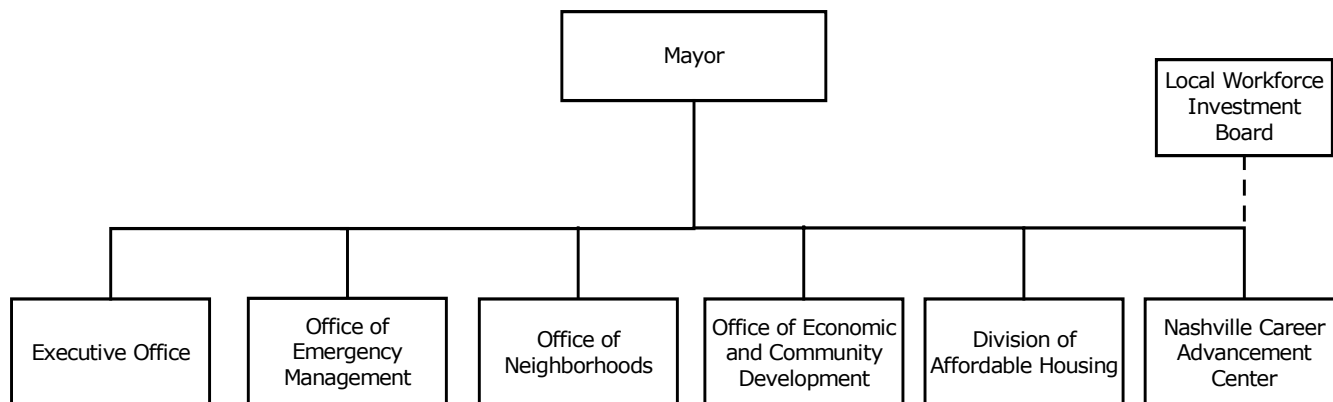


## O4 Mayor's Office—At a Glance

| <b>Vision</b>                      | To direct and coordinate all departments and divisions of the Metropolitan Government to insure good schools in every neighborhood, safe neighborhoods in every part of the city, and a quality of life shared by all Nashvillians.  |                                  |                            |                |                |                                    |    |    |    |                  |             |             |             |      |            |           |           |                       |   |   |   |                           |                            |                            |                            |                                |  |  |  |                              |           |         |         |                   |            |           |           |                       |         |         |         |                              |                            |                           |                           |                     |       |       |       |           |         |        |         |                       |                            |                           |                           |  |  |
|------------------------------------|--|----------------------------------|----------------------------|----------------|----------------|------------------------------------|----|----|----|------------------|-------------|-------------|-------------|------|------------|-----------|-----------|-----------------------|---|---|---|---------------------------|----------------------------|----------------------------|----------------------------|--------------------------------|--|--|--|------------------------------|-----------|---------|---------|-------------------|------------|-----------|-----------|-----------------------|---------|---------|---------|------------------------------|----------------------------|---------------------------|---------------------------|---------------------|-------|-------|-------|-----------|---------|--------|---------|-----------------------|----------------------------|---------------------------|---------------------------|--|--|
| <b>Mission</b>                     | To be responsible for the conduct of the executive and administrative work of the Metropolitan Government.   |                                  |                            |                |                |                                    |    |    |    |                  |             |             |             |      |            |           |           |                       |   |   |   |                           |                            |                            |                            |                                |  |  |  |                              |           |         |         |                   |            |           |           |                       |         |         |         |                              |                            |                           |                           |                     |       |       |       |           |         |        |         |                       |                            |                           |                           |  |  |
| <b>Budget Summary</b>              | <table> <tr> <th></th><th><u>2000-01</u></th><th><u>2001-02</u></th><th><u>2002-03</u></th></tr> <tr> <td><b>Expenditures and Transfers:</b></td><td></td><td></td><td></td></tr> <tr> <td>GSD General Fund</td><td>\$2,594,804</td><td>\$2,983,638</td><td>\$3,629,605</td></tr> <tr> <td>NCAC</td><td>11,766,393</td><td>9,669,393</td><td>9,127,244</td></tr> <tr> <td>Special purpose funds</td><td>0</td><td>0</td><td>0</td></tr> <tr> <td><b>Total Expenditures</b></td><td><b><u>\$14,361,197</u></b></td><td><b><u>\$12,653,031</u></b></td><td><b><u>\$12,756,849</u></b></td></tr> <tr> <td><b>Revenues and Transfers:</b></td><td></td><td></td><td></td></tr> <tr> <td>Charges, Commissions, &amp; Fees</td><td>\$210,757</td><td>\$5,000</td><td>\$5,550</td></tr> <tr> <td>Other Governments</td><td>11,156,839</td><td>9,464,764</td><td>8,647,499</td></tr> <tr> <td>Other Program Revenue</td><td>105,829</td><td>101,579</td><td>104,850</td></tr> <tr> <td><b>Total Program Revenue</b></td><td><b><u>\$11,473,425</u></b></td><td><b><u>\$9,571,343</u></b></td><td><b><u>\$8,757,849</u></b></td></tr> <tr> <td>Non-program Revenue</td><td>4,500</td><td>4,500</td><td>4,500</td></tr> <tr> <td>Transfers</td><td>456,062</td><td>34,725</td><td>767,800</td></tr> <tr> <td><b>Total Revenues</b></td><td><b><u>\$11,933,987</u></b></td><td><b><u>\$9,923,768</u></b></td><td><b><u>\$9,530,149</u></b></td></tr> </table>   |                                  | <u>2000-01</u>             | <u>2001-02</u> | <u>2002-03</u> | <b>Expenditures and Transfers:</b> |    |    |    | GSD General Fund | \$2,594,804 | \$2,983,638 | \$3,629,605 | NCAC | 11,766,393 | 9,669,393 | 9,127,244 | Special purpose funds | 0 | 0 | 0 | <b>Total Expenditures</b> | <b><u>\$14,361,197</u></b> | <b><u>\$12,653,031</u></b> | <b><u>\$12,756,849</u></b> | <b>Revenues and Transfers:</b> |  |  |  | Charges, Commissions, & Fees | \$210,757 | \$5,000 | \$5,550 | Other Governments | 11,156,839 | 9,464,764 | 8,647,499 | Other Program Revenue | 105,829 | 101,579 | 104,850 | <b>Total Program Revenue</b> | <b><u>\$11,473,425</u></b> | <b><u>\$9,571,343</u></b> | <b><u>\$8,757,849</u></b> | Non-program Revenue | 4,500 | 4,500 | 4,500 | Transfers | 456,062 | 34,725 | 767,800 | <b>Total Revenues</b> | <b><u>\$11,933,987</u></b> | <b><u>\$9,923,768</u></b> | <b><u>\$9,530,149</u></b> |  |  |
|                                    | <u>2000-01</u>   | <u>2001-02</u>                   | <u>2002-03</u>             |                |                |                                    |    |    |    |                  |             |             |             |      |            |           |           |                       |   |   |   |                           |                            |                            |                            |                                |  |  |  |                              |           |         |         |                   |            |           |           |                       |         |         |         |                              |                            |                           |                           |                     |       |       |       |           |         |        |         |                       |                            |                           |                           |  |  |
| <b>Expenditures and Transfers:</b> |  |                                  |                            |                |                |                                    |    |    |    |                  |             |             |             |      |            |           |           |                       |   |   |   |                           |                            |                            |                            |                                |  |  |  |                              |           |         |         |                   |            |           |           |                       |         |         |         |                              |                            |                           |                           |                     |       |       |       |           |         |        |         |                       |                            |                           |                           |  |  |
| GSD General Fund                   | \$2,594,804  | \$2,983,638                      | \$3,629,605                |                |                |                                    |    |    |    |                  |             |             |             |      |            |           |           |                       |   |   |   |                           |                            |                            |                            |                                |  |  |  |                              |           |         |         |                   |            |           |           |                       |         |         |         |                              |                            |                           |                           |                     |       |       |       |           |         |        |         |                       |                            |                           |                           |  |  |
| NCAC                               | 11,766,393   | 9,669,393                        | 9,127,244                  |                |                |                                    |    |    |    |                  |             |             |             |      |            |           |           |                       |   |   |   |                           |                            |                            |                            |                                |  |  |  |                              |           |         |         |                   |            |           |           |                       |         |         |         |                              |                            |                           |                           |                     |       |       |       |           |         |        |         |                       |                            |                           |                           |  |  |
| Special purpose funds              | 0  | 0                                | 0                          |                |                |                                    |    |    |    |                  |             |             |             |      |            |           |           |                       |   |   |   |                           |                            |                            |                            |                                |  |  |  |                              |           |         |         |                   |            |           |           |                       |         |         |         |                              |                            |                           |                           |                     |       |       |       |           |         |        |         |                       |                            |                           |                           |  |  |
| <b>Total Expenditures</b>          | <b><u>\$14,361,197</u></b>   | <b><u>\$12,653,031</u></b>       | <b><u>\$12,756,849</u></b> |                |                |                                    |    |    |    |                  |             |             |             |      |            |           |           |                       |   |   |   |                           |                            |                            |                            |                                |  |  |  |                              |           |         |         |                   |            |           |           |                       |         |         |         |                              |                            |                           |                           |                     |       |       |       |           |         |        |         |                       |                            |                           |                           |  |  |
| <b>Revenues and Transfers:</b>     |  |                                  |                            |                |                |                                    |    |    |    |                  |             |             |             |      |            |           |           |                       |   |   |   |                           |                            |                            |                            |                                |  |  |  |                              |           |         |         |                   |            |           |           |                       |         |         |         |                              |                            |                           |                           |                     |       |       |       |           |         |        |         |                       |                            |                           |                           |  |  |
| Charges, Commissions, & Fees       | \$210,757  | \$5,000                          | \$5,550                    |                |                |                                    |    |    |    |                  |             |             |             |      |            |           |           |                       |   |   |   |                           |                            |                            |                            |                                |  |  |  |                              |           |         |         |                   |            |           |           |                       |         |         |         |                              |                            |                           |                           |                     |       |       |       |           |         |        |         |                       |                            |                           |                           |  |  |
| Other Governments                  | 11,156,839   | 9,464,764                        | 8,647,499                  |                |                |                                    |    |    |    |                  |             |             |             |      |            |           |           |                       |   |   |   |                           |                            |                            |                            |                                |  |  |  |                              |           |         |         |                   |            |           |           |                       |         |         |         |                              |                            |                           |                           |                     |       |       |       |           |         |        |         |                       |                            |                           |                           |  |  |
| Other Program Revenue              | 105,829  | 101,579                          | 104,850                    |                |                |                                    |    |    |    |                  |             |             |             |      |            |           |           |                       |   |   |   |                           |                            |                            |                            |                                |  |  |  |                              |           |         |         |                   |            |           |           |                       |         |         |         |                              |                            |                           |                           |                     |       |       |       |           |         |        |         |                       |                            |                           |                           |  |  |
| <b>Total Program Revenue</b>       | <b><u>\$11,473,425</u></b>   | <b><u>\$9,571,343</u></b>        | <b><u>\$8,757,849</u></b>  |                |                |                                    |    |    |    |                  |             |             |             |      |            |           |           |                       |   |   |   |                           |                            |                            |                            |                                |  |  |  |                              |           |         |         |                   |            |           |           |                       |         |         |         |                              |                            |                           |                           |                     |       |       |       |           |         |        |         |                       |                            |                           |                           |  |  |
| Non-program Revenue                | 4,500  | 4,500                            | 4,500                      |                |                |                                    |    |    |    |                  |             |             |             |      |            |           |           |                       |   |   |   |                           |                            |                            |                            |                                |  |  |  |                              |           |         |         |                   |            |           |           |                       |         |         |         |                              |                            |                           |                           |                     |       |       |       |           |         |        |         |                       |                            |                           |                           |  |  |
| Transfers                          | 456,062  | 34,725                           | 767,800                    |                |                |                                    |    |    |    |                  |             |             |             |      |            |           |           |                       |   |   |   |                           |                            |                            |                            |                                |  |  |  |                              |           |         |         |                   |            |           |           |                       |         |         |         |                              |                            |                           |                           |                     |       |       |       |           |         |        |         |                       |                            |                           |                           |  |  |
| <b>Total Revenues</b>              | <b><u>\$11,933,987</u></b>   | <b><u>\$9,923,768</u></b>        | <b><u>\$9,530,149</u></b>  |                |                |                                    |    |    |    |                  |             |             |             |      |            |           |           |                       |   |   |   |                           |                            |                            |                            |                                |  |  |  |                              |           |         |         |                   |            |           |           |                       |         |         |         |                              |                            |                           |                           |                     |       |       |       |           |         |        |         |                       |                            |                           |                           |  |  |
| <b>Positions</b>                   | <table> <tr> <td>Total Budgeted Positions - Mayor</td><td>42</td><td>45</td><td>49</td></tr> <tr> <td>Total Budgeted Positions - NCAC</td><td>54</td><td>69</td><td>69</td></tr> </table>  | Total Budgeted Positions - Mayor | 42                         | 45             | 49             | Total Budgeted Positions - NCAC    | 54 | 69 | 69 |                  |             |             |             |      |            |           |           |                       |   |   |   |                           |                            |                            |                            |                                |  |  |  |                              |           |         |         |                   |            |           |           |                       |         |         |         |                              |                            |                           |                           |                     |       |       |       |           |         |        |         |                       |                            |                           |                           |  |  |
| Total Budgeted Positions - Mayor   | 42   | 45                               | 49                         |                |                |                                    |    |    |    |                  |             |             |             |      |            |           |           |                       |   |   |   |                           |                            |                            |                            |                                |  |  |  |                              |           |         |         |                   |            |           |           |                       |         |         |         |                              |                            |                           |                           |                     |       |       |       |           |         |        |         |                       |                            |                           |                           |  |  |
| Total Budgeted Positions - NCAC    | 54   | 69                               | 69                         |                |                |                                    |    |    |    |                  |             |             |             |      |            |           |           |                       |   |   |   |                           |                            |                            |                            |                                |  |  |  |                              |           |         |         |                   |            |           |           |                       |         |         |         |                              |                            |                           |                           |                     |       |       |       |           |         |        |         |                       |                            |                           |                           |  |  |
| <b>Contacts</b>                    | <p>Department Head: Bill Purcell, Mayor<br/>           Budget Manager: Patty Farmer<br/>           107 Metro Courthouse 37201<br/>           email: <a href="mailto:patty.farmer@nashville.gov">patty.farmer@nashville.gov</a><br/>           Phone: 862-6000 FAX: 862-6040</p> <p>Mayor's Office of Emergency Management<br/>           Director: James Thacker<br/>           2060 15<sup>th</sup> Avenue South 37212<br/>           e-mail: <a href="mailto:jim_thacker@metro.nashville.org">jim_thacker@metro.nashville.org</a><br/>           Phone: 862-8530 FAX 862-8534</p> <p>Mayor's Office of Neighborhoods<br/>           Director: Brenda Wynn<br/>           10 Metro Courthouse 37201<br/>           e-mail: <a href="mailto:brenda.wynn@nashville.gov">brenda.wynn@nashville.gov</a><br/>           Phone: 862-6000 FAX 862-6001</p> <p>Mayor's Office of Economic &amp; Community Development<br/>           Director: Tom Jurkovich<br/>           222 Third Avenue North, Suite 475 37201<br/>           e-mail: <a href="mailto:tom.jurkovich@nashville.gov">tom.jurkovich@nashville.gov</a><br/>           Phone: 862-4700 FAX: 862-6025</p> <p>Division of Affordable Housing<br/>           Director: Hank Helton<br/>           100 Metro Courthouse 37201<br/>           e-mail: <a href="mailto:hank.helton@nashville.gov">hank.helton@nashville.gov</a><br/>           Phone: 880-1891 FAX: 880-1893</p> <p>Nashville Career Advancement Center<br/>           Director: Christine Bradley<br/>           621 Mainstream Drive, Suite 200 37228<br/>           e-mail: <a href="mailto:christine.bradley@nashville.gov">christine.bradley@nashville.gov</a><br/>           Phone: 862-8890 FAX 862-8910</p> |                                  |                            |                |                |                                    |    |    |    |                  |             |             |             |      |            |           |           |                       |   |   |   |                           |                            |                            |                            |                                |  |  |  |                              |           |         |         |                   |            |           |           |                       |         |         |         |                              |                            |                           |                           |                     |       |       |       |           |         |        |         |                       |                            |                           |                           |  |  |

# O4 Mayor's Office—At a Glance

## Organizational Structure



## Budget Highlights FY 2003

### Mayor's Office

|  |                  |
|--|------------------|
| • Affordable Housing staff and other costs (reimbursed by MDHA-total budget \$180,000) | \$138,725        |
| • Establish Office of Children and Youth recommended by Madeline Project               | 180,000          |
| • Positions/Benefit adjustments for Homeland Security                                  | 179,000          |
| • Rent adjustment for Office of Economic and Community Development                     | 56,600           |
| • Pay Plan/Benefit adjustments   | 101,200          |
| • 800 MHz Radio System   | 45               |
| • Postal Service rates increase  | 600              |
| • Fleet Management Consolidation net adjustment  | 2,017            |
| • Information System billings  | 1,000            |
| • Telecommunication net adjustment   | -13,220          |
| <b>Total</b>   | <b>\$645,967</b> |

### NCAC

|   |                  |
|---|------------------|
| • Work Force Development Initiative (non-recurring) | 150,000          |
| <b>Total</b>  | <b>\$150,000</b> |

## Overview

### EXECUTIVE OFFICE

The Executive Office administers and supervises departments created by the Charter and by specific ordinance, appoints directors of departments as provided by Charter, appoints members of boards and commissions, approves or disapproves every ordinance or resolution adopted by Council, oversees financial business of government, submits recommended budget annually to

Council and may submit reports and recommendations to Council regarding the financial condition, other business and general welfare of the Metropolitan Government.

### OFFICE OF EMERGENCY MANAGEMENT

The Office of Emergency Management promotes, coordinates, and directs a comprehensive emergency management program which addresses mitigation, preparedness, response and recovery relative to disasters and major emergencies. The office serves as the focal point for all such activities within the county.

### OFFICE OF NEIGHBORHOODS

The Office of Neighborhoods was established to help empower neighborhoods to solve their problems and participate with city government in addressing issues of mutual concern.

### OFFICE OF ECONOMIC & COMMUNITY DEVELOPMENT

The Mayor's Office of Economic & Community Development (ECD) works to stimulate local economic activity through focusing and coordinating government resources. This office works as a liaison between new and existing businesses (including cultural events and community development corporations) and the city's permitting and regulatory processes, acts as a source of business information and referrals in the Nashville area, works with the Mayor and others to develop plans and incentives for attracting and retaining businesses, and operates the Nashville Foreign Trade Zone.

### DIVISION OF AFFORDABLE HOUSING

The Mayor's Division of Affordable Housing facilitates the production and preservation of affordable housing and the development of sustainable communities throughout

## O4 Mayor's Office—At a Glance

Nashville and Davidson County. By partnering with for-profit and nonprofit organizations, the Division provides products and services for affordable rental and homeownership opportunities, leverages public and private funding resources, creates and maintains stable neighborhoods, and retains and expands the city's tax base.

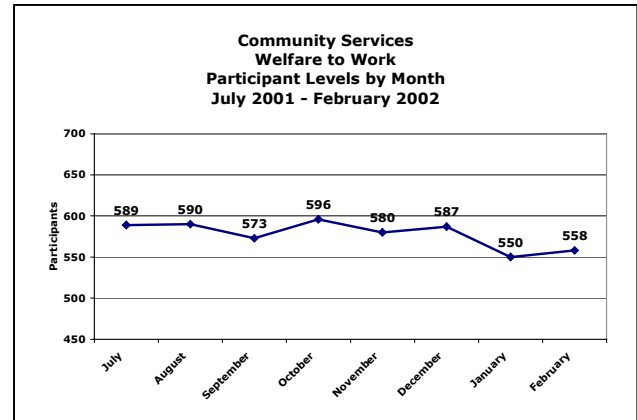
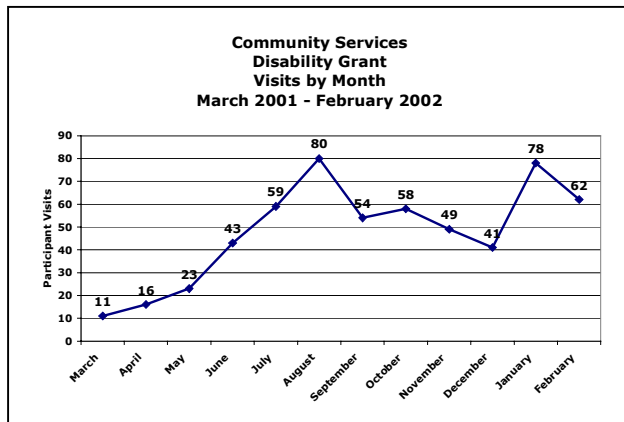
### NASHVILLE CAREER ADVANCEMENT CENTER

The Nashville Career Advancement Center (NCAC) provides resources and services for life-long career development in accordance with Public Law 105-220 and ordinances O83-1335 and BL2001-697. NCAC is the lead agency for a regional work force development system which operates in Nashville/Davidson County, Wilson, Rutherford and Trousdale Counties.

#### Program Services

**The Community Services Division** is responsible for access to career center services for low income and other hard to serve community residents. The department administers grants for the Welfare to Work program, a grant to serve individuals with disabilities, manages the Employment Resource Center at the Southside Enterprise Center and manages future services in five (5) public housing developments in Davidson County.

Opry Mills Learning and Development Center, a satellite of Middle Tennessee Career Center (MTCC) and funded partially by Mill Corporation, provides job search assistance, GED preparation, English as a Second Language classes, retail customer service training for job seekers, job posting and recruitment for employers at Opry Mills, and entertainment and shopping mall of 200 retailers and 4,000 workers.



**The Workforce Investment Act (WIA) Youth Program** works with economically disadvantaged youth, ages 14-21, on becoming ready to enter the workforce. Our services are specifically tailored to the unique needs of the young person and may come in the form of comprehensive guidance and counseling, academic assistance, and work-readiness assistance. Each of these activities is broadly defined and allows the program to provide the most appropriate services to meet the comprehensive employability needs of the young workers.

#### Administrative Services

**The Operations and Business Development Unit** is responsible for the operational and business development activities of the Agency. Operational responsibilities include: planning, compliance, contracting, procurement, leases, audits, and facilities management. Business Development responsibilities include marketing, employer relations and recruitment, grant writing, and response to lay-offs or plant closings in conjunction with the State.

**Fiscal Services** provides financial services for the administration of the Federal, State and Local grants and other programs that are operated by NCAC. Services include budgeting, personnel, payroll, inventory control, grant reporting, recording of agency revenues and expenditures, and processing of support services for program participants.

**Information Systems (IS)** collects and records client eligibility, activity and performance data. IS supports and trouble shoots computer hardware and variety of customized software. Currently, IS is implementing an internet based, skills matching system called Virtual One Shop, which will connect employer's needs with a job seekers skill set.

# 04 Mayor's Office—Performance

| Objectives  | Performance Measures   | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|---|--|-------------------|--------------------|-------------------|-------------------|
| <b>OFFICE OF EMERGENCY MANAGEMENT</b>   |  |                   |                    |                   |                   |
| 1. Improve the readiness of all Metro resources (public and private) to respond to emergencies.   | a. Number of disaster plans and annexes written and reviewed for Metro, schools, hospitals, and facilities with hazardous material chemicals | 15                | 17                 | 15                | 15                |
|   | b. Exercise/drills/incident critiques conducted  | 7                 | 3                  | 5                 | 5                 |
|   | c. Training and public education courses provided  | 24                | 30                 | 25                | 25                |
| 2. Insure a coordinated, effective response to a major emergency or disaster.   | a. Insure EOC operational readiness relative to Federal/State standards (% of readiness)   | 80%               | 80%                | 80%               | 90%               |
| <b>OFFICE OF NEIGHBORHOODS</b>  |  |                   |                    |                   |                   |
| 1. Implement a neighborhood training initiative designed to build capacity for community change.  | a. Number of citizens participating in training activities   | na                | na                 | na                | 500               |
|   | b. Percentage of participants reporting that they have gained and applied their new knowledge to improve their neighborhood                  | na                | na                 | na                | 25%               |
| 2. To assist in the development of new neighborhood and other associations in areas where they do not exist.  | Number of new neighborhoods that organize and continue to function   | na                | na                 | na                | 10                |
| 3. To develop and implement a neighborhood grant program that fosters effective ways for citizens to initiate and carry out small-scale improvement projects.       | Number of neighborhoods that undertake and complete improvement projects within specified guidelines   | na                | na                 | na                | 25                |
| 4. To coordinate a system of service provision that brings together departments with neighborhood representatives to respond to and/or identify and solve concerns. | Decrease in the number of audit findings/issues brought before the team  | na                | na                 | na                | 20% decrease      |
| <b>OFFICE OF ECONOMIC &amp; COMMUNITY DEVELOPMENT</b>   |  |                   |                    |                   |                   |
| 1. To attract and/or create new/film activity and special events.   | Number of special events and/or film activities coordinated/supported  | 125               | 90                 | 135               | 135               |
| 2. To provide and maintain an efficient and user-friendly film/special event permit process.  | Number of film and/or special events permits issued  | 225               | 278                | 235               | 250               |

# 04 Mayor's Office-Performance

| Objectives  | Performance Measures   | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|---|--|-------------------|--------------------|-------------------|-------------------|
| <b>DIVISION OF AFFORDABLE HOUSING</b>   |  |                   |                    |                   |                   |
| 1. Increase the availability of affordable homeownership to Metro employees.  | Number of Metro employees purchasing homes as first-time homebuyers in Davidson County through the HoME Program      | na                | 106                | na                | 75                |
| 2. Preserve existing affordable homeownership and enhance neighborhood stabilization efforts through rehabilitation of owner-occupied housing.  | Number of homes rehabilitated through the Metro HoPE Program   | na                | 90                 | na                | 125               |
| 3. Construction or rehabilitation of existing affordable multi-family housing.  | Number of multi-family units preserved or placed into service through the Multi-family Production Initiative Program | na                | 30                 | na                | *50               |
| * Multi-family Production Initiative Program under development  |  |                   |                    |                   |                   |
| <b>NCAC FUNDS</b>   |  |                   |                    |                   |                   |
| 1. Provide basic academic, work transition, skills training and case management service to economically disadvantaged workers, dislocated workers and youth in the Middle Tennessee Region in order that they will enter and retain employment. | a. Adult participants served*  | 432               | 850                | 550               | 1,250             |
|   | b. Dislocated worker participants served*  | 900               | 915                | 980               | 1,200             |
|   | c. Youth participants served*  | 312               | 111                | 430               | 1,200             |
| * As reported in the State Plan for the Workforce Investment Act (WIA)  |  |                   |                    |                   |                   |
| 2. Provide basic academic, work transition, skills training and case management service to economically disadvantaged workers, dislocated workers and youth in the Middle Tennessee Region in order that they will enter and retain employment. | a. Adult workers entered employment rate*  | 67%               | 68%                | 62%               | 64%               |
|   | b. Adult Workers six-month retention rate*   | 72%               | 81%                | 67%               | 69%               |
|   | c. Adult workers six-month earnings change*  | \$2,855           | \$3,678            | \$2,711           | \$2,752           |
| * Rates & Earnings Change represent negotiated goals with the Tennessee Department of Labor & Workforce Development   |  |                   |                    |                   |                   |
| 3. Provide basic academic, work transition, skills training and case management service to economically disadvantaged workers, dislocated workers and youth in the Middle Tennessee Region in order   | a. Dislocated workers entered employment rate*   | 71%               | 80%                | 67%               | 68%               |
|   | b. Dislocated workers six-month retention rate*  | 81%               | 85%                | 76%               | 78%               |
|   | c. Dislocated workers earnings replacement rate*   | 83%               | 92%                | 78%               | 80%               |

## O4 Mayor's Office–Performance

| Objectives   | Performance Measures  | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|---|-------------------|--------------------|-------------------|-------------------|
| that they will enter and retain employment.  |   |                   |                    |                   |                   |
| * Rates represent negotiated goals with the Tennessee Department of Labor & Workforce Development  |   |                   |                    |                   |                   |
| 4. Ensure that employers, educators and individuals will have relevant, timely, and local labor market information that supports business growth and successful work/placement services by implementation of a dynamic labor market exchange system. | a. Resource Center visits – Participants receiving labor market information and job assistance. | 8,000-<br>10,000  | 10,260             | 10,000-<br>12,000 | 11,000-<br>13,000 |

# 04 Mayor's Office–Financial

## Mayor's Office GSD General Fund

| EXPENSE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>OPERATING EXPENSE:</b>                        |                   |                    |                   |                   |
| <b>PERSONAL SERVICES:</b>                        |                   |                    |                   |                   |
| Salary Expense                                   | 1,811,132         | 1,680,959          | 1,985,223         | 2,437,573         |
| Fringe Benefits                                  | 494,778           | 410,784            | 506,986           | 606,161           |
| Per Diem & Other Fees                            | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL PERSONAL SERVICES</b>                   | <b>2,305,910</b>  | <b>2,091,743</b>   | <b>2,492,209</b>  | <b>3,043,734</b>  |
| <b>OTHER SERVICES:</b>                           |                   |                    |                   |                   |
| Utilities  | 0                 | 0                  | 0                 | 0                 |
| Professional Services                            | 0                 | 0                  | 0                 | 0                 |
| Purchased Services                               | 5,000             | 1,775              | 2,125             | 5,200             |
| Travel   | 49,537            | 35,737             | 59,405            | 69,330            |
| Communications                                   | 10,000            | 6,316              | 8,038             | 11,837            |
| Printing   | 4,308             | 1,546              | 1,558             | 8,558             |
| Advertising & Promotion                          | 8,000             | 5,427              | 7,500             | 16,000            |
| Subscriptions                                    | 9,700             | 9,489              | 10,000            | 12,000            |
| Tuition, Reg., & Membership Dues                 | 12,625            | 10,476             | 12,650            | 20,875            |
| Repairs & Maintenance Services                   | 14,905            | 17,822             | 15,405            | 17,405            |
| Internal Service Fees                            | 133,162           | 128,152            | 303,272           | 296,889           |
| <b>TOTAL OTHER SERVICES</b>                      | <b>247,237</b>    | <b>216,740</b>     | <b>419,953</b>    | <b>458,094</b>    |
| <b>OTHER EXPENSE:</b>                            |                   |                    |                   |                   |
| Supplies and Materials                           | 40,562            | 29,828             | 67,986            | 70,087            |
| Misc. Other Expenses & Payments                  | 0                 | 0                  | 0                 | 0                 |
| Fixed Charges                                    | 0                 | 0                  | 3,000             | 56,600            |
| Licenses, Permits, & Fees                        | 695               | 676                | 90                | 690               |
| Taxes  | 400               | 400                | 400               | 400               |
| Grant Contributions & Awards                     | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL OTHER EXPENSE</b>                       | <b>41,657</b>     | <b>30,904</b>      | <b>71,476</b>     | <b>127,777</b>    |
| <b>PENSION, ANNUITY, DEBT, &amp; OTHER COSTS</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>EQUIPMENT, BUILDINGS, &amp; LAND</b>          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>SPECIAL PROJECTS</b>                          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL OPERATING EXPENSE</b>                   | <b>2,594,804</b>  | <b>2,339,387</b>   | <b>2,983,638</b>  | <b>3,629,605</b>  |
| <b>TRANSFERS TO OTHER FUNDS &amp; UNITS:</b>     | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL EXPENSE AND TRANSFERS</b>               | <b>2,594,804</b>  | <b>2,339,387</b>   | <b>2,983,638</b>  | <b>3,629,605</b>  |

# O4 Mayor's Office–Financial

## Mayor's Office GSD General Fund

| REVENUE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>PROGRAM REVENUE:</b>                          |                   |                    |                   |                   |
| <b>Charges, Commissions, &amp; Fees</b>          |                   |                    |                   |                   |
| Charges For Current Services                     | 4,500             | 6,816              | 5,000             | 5,500             |
| Commissions and Fees                             | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Charges, Commissions, &amp; Fees</b> | <b>4,500</b>      | <b>6,816</b>       | <b>5,000</b>      | <b>5,500</b>      |
| <b>Other Governments &amp; Agencies</b>          |                   |                    |                   |                   |
| Federal Direct                                   | 0                 | 0                  | 0                 | 0                 |
| Federal Through State                            | 55,000            | 194,341            | 62,000            | 62,000            |
| Federal Through Other Pass-Through               | 27,434            | 26,430             | 32,875            | 0                 |
| State Direct                                     | 0                 | 0                  | 0                 | 0                 |
| Other Government Agencies                        | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Governments &amp; Agencies</b> | <b>82,434</b>     | <b>220,771</b>     | <b>94,875</b>     | <b>62,000</b>     |
| <b>Other Program Revenue</b>                     |                   |                    |                   |                   |
| Contributions and Gifts                          | 0                 | 500                | 0                 | 0                 |
| Miscellaneous Revenue                            | 0                 | 0                  | 0                 | 0                 |
| Use of Money or Property                         | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Program Revenue</b>            | <b>0</b>          | <b>500</b>         | <b>0</b>          | <b>0</b>          |
| <b>TOTAL PROGRAM REVENUE</b>                     | <b>86,934</b>     | <b>228,087</b>     | <b>99,875</b>     | <b>67,500</b>     |
| <b>NON-PROGRAM REVENUE:</b>                      |                   |                    |                   |                   |
| Property Taxes                                   | 0                 | 0                  | 0                 | 0                 |
| Local Option Sales Tax                           | 0                 | 0                  | 0                 | 0                 |
| Other Taxes, Licenses, & Permits                 | 4,500             | 4,745              | 4,500             | 4,500             |
| Fines, Forfeits, & Penalties                     | 0                 | 0                  | 0                 | 0                 |
| Compensation From Property                       | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL NON-PROGRAM REVENUE</b>                 | <b>4,500</b>      | <b>4,745</b>       | <b>4,500</b>      | <b>4,500</b>      |
| <b>TRANSFERS FROM OTHER FUNDS AND UNITS:</b>     | <b>150,000</b>    | <b>150,000</b>     | <b>150,000</b>    | <b>330,000</b>    |
| <b>TOTAL REVENUE AND TRANSFERS</b>               | <b>241,434</b>    | <b>382,832</b>     | <b>254,375</b>    | <b>402,000</b>    |



# 04 Mayor's Office–Financial

NCAC  
All Funds

| EXPENSE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>OPERATING EXPENSE:</b>                        |                   |                    |                   |                   |
| <b>PERSONAL SERVICES:</b>                        |                   |                    |                   |                   |
| Salary Expense                                   | 2,147,102         | 1,965,650          | 1,739,792         | 2,210,000         |
| Fringe Benefits                                  | 654,551           | 513,351            | 452,278           | 647,900           |
| Per Diem & Other Fees                            | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL PERSONAL SERVICES</b>                   | <b>2,801,653</b>  | <b>2,479,001</b>   | <b>2,192,070</b>  | <b>2,857,900</b>  |
| <b>OTHER SERVICES:</b>                           |                   |                    |                   |                   |
| Utilities  | 6,841             | 30,438             | 18,156            | 16,500            |
| Professional Services                            | 380,387           | 197,420            | 4,869,890         | 2,448,900         |
| Purchased Services                               | 1,327,144         | 893,808            | (1,191,270)       | 139,800           |
| Travel   | 2,894,535         | 2,581,965          | 1,401,093         | 1,528,000         |
| Communications                                   | 48,139            | 34,754             | 16,255            | 18,500            |
| Printing   | 33,383            | 27,862             | 19,959            | 30,000            |
| Advertising & Promotion                          | 4,790             | 4,231              | 19,502            | 30,000            |
| Subscriptions                                    | 2,957             | 4,931              | 2,340             | 5,000             |
| Tuition, Reg., & Membership Dues                 | 1,946,041         | 655,889            | 732,495           | 714,000           |
| Repairs & Maintenance Services                   | 335,246           | 380,987            | 378,387           | 400,000           |
| Internal Service Fees                            | 174,663           | 148,433            | 120,349           | 155,844           |
| <b>TOTAL OTHER SERVICES</b>                      | <b>7,154,126</b>  | <b>4,960,718</b>   | <b>6,387,156</b>  | <b>5,486,544</b>  |
| <b>OTHER EXPENSE:</b>                            |                   |                    |                   |                   |
| Supplies and Materials                           | 562,857           | 496,621            | 282,257           | 192,400           |
| Misc. Other Expenses & Payments                  | 0                 | 0                  | 0                 | 0                 |
| Fixed Charges                                    | 368,097           | 361,883            | 314,767           | 374,100           |
| Licenses, Permits, & Fees                        | 11,508            | 15,227             | 10,918            | 57,000            |
| Taxes  | 0                 | 0                  | 205               | 300               |
| Grant Contributions & Awards                     | 0                 | 0                  | 0                 | 150,000           |
| <b>TOTAL OTHER EXPENSE</b>                       | <b>942,462</b>    | <b>873,731</b>     | <b>608,147</b>    | <b>773,800</b>    |
| <b>PENSION, ANNUITY, DEBT, &amp; OTHER COSTS</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>EQUIPMENT, BUILDINGS, &amp; LAND</b>          | <b>43,613</b>     | <b>78,635</b>      | <b>(13,917)</b>   | <b>7,000</b>      |
| <b>SPECIAL PROJECTS</b>                          | <b>467,839</b>    | <b>460,849</b>     | <b>495,122</b>    | <b>0</b>          |
| <b>TOTAL OPERATING EXPENSE</b>                   | <b>11,409,693</b> | <b>8,852,934</b>   | <b>9,668,578</b>  | <b>9,125,244</b>  |
| <b>TRANSFERS TO OTHER FUNDS &amp; UNITS:</b>     | <b>356,699</b>    | <b>191,832</b>     | <b>815</b>        | <b>2,000</b>      |
| <b>TOTAL EXPENSE AND TRANSFERS</b>               | <b>11,766,392</b> | <b>9,044,766</b>   | <b>9,669,393</b>  | <b>9,127,244</b>  |

# 04 Mayor's Office–Financial

NCAC  
All Funds

|  | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>REVENUE AND TRANSFERS</b>                     |                   |                    |                   |                   |
| <b>PROGRAM REVENUE:</b>                          |                   |                    |                   |                   |
| <b>Charges, Commissions, &amp; Fees</b>          |                   |                    |                   |                   |
| Charges For Current Services                     | 206,257           | 436,624            | 0                 | 0                 |
| Commissions and Fees                             | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Charges, Commissions, &amp; Fees</b> | <b>206,257</b>    | <b>436,624</b>     | <b>0</b>          | <b>0</b>          |
| <b>Other Governments &amp; Agencies</b>          |                   |                    |                   |                   |
| Federal Direct                                   | 2,265,352         | 1,328,037          | 2,129,023         | 1,225,000         |
| Federal Through State                            | 8,799,506         | 6,686,665          | 7,076,282         | 7,093,199         |
| Federal Through Other Pass-Through               | 9,547             | 12,426             | 164,584           | 267,300           |
| State Direct                                     | 0                 | 0                  | 0                 | 0                 |
| Other Government Agencies                        | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Governments &amp; Agencies</b> | <b>11,074,405</b> | <b>8,027,128</b>   | <b>9,369,889</b>  | <b>8,585,499</b>  |
| <b>Other Program Revenue</b>                     |                   |                    |                   |                   |
| Contributions and Gifts                          | 105,453           | 15,130             | 97,119            | 100,000           |
| Miscellaneous Revenue                            | 0                 | 0                  | 0                 | 0                 |
| Use of Money or Property                         | 376               | 20,616             | 4,460             | 4,850             |
| <b>Subtotal Other Program Revenue</b>            | <b>105,829</b>    | <b>35,746</b>      | <b>101,579</b>    | <b>104,850</b>    |
| <b>TOTAL PROGRAM REVENUE</b>                     | <b>11,386,491</b> | <b>8,499,498</b>   | <b>9,471,468</b>  | <b>8,690,349</b>  |
| <b>NON-PROGRAM REVENUE:</b>                      |                   |                    |                   |                   |
| Property Taxes                                   | 0                 | 0                  | 0                 | 0                 |
| Local Option Sales Tax                           | 0                 | 0                  | 0                 | 0                 |
| Other Taxes, Licenses, & Permits                 | 0                 | 0                  | 0                 | 0                 |
| Fines, Forfeits, & Penalties                     | 0                 | 0                  | 0                 | 0                 |
| Compensation From Property                       | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL NON-PROGRAM REVENUE</b>                 | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TRANSFERS FROM OTHER FUNDS AND UNITS:</b>     | <b>306,062</b>    | <b>212,852</b>     | <b>197,925</b>    | <b>437,800</b>    |
| <b>TOTAL REVENUE AND TRANSFERS</b>               | <b>11,692,553</b> | <b>8,712,350</b>   | <b>9,669,393</b>  | <b>9,128,149</b>  |

# 04 Mayor's Office–Financial

**Reminder:** Some classifications were deleted and new classifications (class number 10000 and above) were added to implement the 2002 Reclassification Study & Pay Plan. Many of the class changes from FY 2001 to FY 2002 were due to implementing that Study.

|                                      | Class | Grade | FY 2001   |          | FY 2002   |          | FY 2003   |          |
|--------------------------------------|-------|-------|-----------|----------|-----------|----------|-----------|----------|
|                                      |       |       | Bud. Pos. | Bud. FTE | Bud. Pos. | Bud. FTE | Bud. Pos. | Bud. FTE |
| 04 Mayor - GSD Fund 10101            |       |       |           |          |           |          |           |          |
| Admin Services Officer 3             | 7244  | GS09  | 2         | 2.0      | 0         | 0.0      | 0         | 0.0      |
| Administrative Assistant             | 10300 | NS    | 0         | 0.0      | 1         | 1.0      | 1         | 1.0      |
| Administrative Assistant - ECD       | 7927  | --    | 1         | 1.0      | 1         | 1.0      | 1         | 1.0      |
| Administrative Assistant 1           | 7240  | GS06  | 1         | 1.0      | 0         | 0.0      | 0         | 0.0      |
| Assistant Director - ECD             | 10302 | NS    | 0         | 0.0      | 1         | 1.0      | 1         | 1.0      |
| Assistant Director - OEM             | 10301 | NS    | 0         | 0.0      | 2         | 2.0      | 2         | 2.0      |
| Chief Of Staff                       | 7161  | --    | 1         | 0.3      | 0         | 0.0      | 0         | 0.0      |
| Constituent Liaison                  | 7928  | --    | 3         | 3.0      | 3         | 3.0      | 3         | 3.0      |
| Customer Service Supv.               | 6598  | GS09  | 2         | 2.0      | 0         | 0.0      | 0         | 0.0      |
| Deputy Dir-Emer Mgmt                 | 7191  | --    | 1         | 1.0      | 0         | 0.0      | 0         | 0.0      |
| Deputy Mayor                         | 7976  | --    | 1         | 0.8      | 1         | 1.0      | 1         | 1.0      |
| Dir-Affordable Housing               | 10326 | NS    | 0         | 0.0      | 1         | 1.0      | 1         | 1.0      |
| Director - Office Of Neighborhoods   | 7930  | --    | 1         | 1.0      | 1         | 1.0      | 1         | 1.0      |
| Dir Of Economic And Community        | 7929  | --    | 1         | 1.0      | 1         | 1.0      | 1         | 1.0      |
| Dir-Emergency Mgmt                   | 7185  | NS    | 1         | 1.0      | 1         | 1.0      | 1         | 1.0      |
| Exe Assistant - Financial Manager    | 7931  | --    | 1         | 1.0      | 1         | 1.0      | 1         | 1.0      |
| Grant Making Trainer                 | 10303 | NS    | 0         | 0.0      | 1         | 1.0      | 1         | 1.0      |
| Hazardous Material Coord             | 7667  | --    | 1         | 1.0      | 0         | 0.0      | 0         | 0.0      |
| Housing Specialist                   | 10304 | NS    | 0         | 0.0      | 1         | 1.0      | 1         | 1.0      |
| Information Coordinator              | 10305 | NS    | 0         | 0.0      | 1         | 1.0      | 1         | 1.0      |
| Mayor                                | 3035  | MM    | 1         | 1.0      | 1         | 1.0      | 1         | 1.0      |
| Multiline Communications Tech        | 10306 | NS    | 0         | 0.0      | 1         | 1.0      | 1         | 1.0      |
| Office Administrator                 | 10307 | NS    | 0         | 0.0      | 1         | 1.0      | 1         | 1.0      |
| Office Assistant                     | 10308 | NS    | 0         | 0.0      | 1         | 1.0      | 1         | 1.0      |
| Office Assistant 2                   | 7748  | GS04  | 1         | 1.0      | 0         | 0.0      | 0         | 0.0      |
| Office Assistant 3                   | 7749  | GS05  | 1         | 1.0      | 0         | 0.0      | 0         | 0.0      |
| Office Support Specialist 1          | 10123 | SR7   | 0         | 0.0      | 0         | 0.0      | 1         | 1.0      |
| Operations Officer                   | 10309 | NS    | 0         | 0.0      | 6         | 6.0      | 6         | 6.0      |
| Operations Officer                   | 10309 | SR9   | 0         | 0.0      | 0         | 0.0      | 1         | 1.0      |
| Organization Coordinator             | 10310 | NS    | 0         | 0.0      | 1         | 1.0      | 1         | 1.0      |
| Planner 1                            | 6860  | GS09  | 1         | 1.0      | 0         | 0.0      | 0         | 0.0      |
| Policy & Communications Director     | 7958  | NS    | 1         | 1.0      | 1         | 1.0      | 1         | 1.0      |
| Preparedness Coordinator             | 10311 | NS    | 0         | 0.0      | 1         | 1.0      | 2         | 2.0      |
| Press Secretary                      | 7162  | NS    | 1         | 1.0      | 1         | 1.0      | 1         | 1.0      |
| Prog Specialist I - Afford Housing   | 7378  | GS06  | 1         | 0.8      | 0         | 0.0      | 0         | 0.0      |
| Reception and Support Services       | 10312 | NS    | 0         | 0.0      | 1         | 1.0      | 1         | 1.0      |
| Response Coordinator                 | 10313 | NS    | 0         | 0.0      | 2         | 2.0      | 2         | 2.0      |
| Scheduler                            | 7170  | --    | 1         | 1.0      | 1         | 1.0      | 1         | 1.0      |
| Secretary 1                          | 0060  | GS05  | 1         | 1.0      | 0         | 0.0      | 0         | 0.0      |
| Service Representative               | 6891  | GS05  | 6         | 6.0      | 0         | 0.0      | 0         | 0.0      |
| Sp Prog Coord                        | 5923  | GS09  | 1         | 1.0      | 0         | 0.0      | 0         | 0.0      |
| Spec Assist-Legis Affairs            | 7163  | NS    | 1         | 1.0      | 1         | 1.0      | 1         | 1.0      |
| Special Assistant                    | 4972  | NS    | 4         | 4.0      | 4         | 4.0      | 4         | 4.0      |
| Special Assistant - Art, Music, Film | 7935  | --    | 1         | 1.0      | 1         | 1.0      | 1         | 1.0      |
| Special Assistant - Events           | 7933  | --    | 1         | 1.0      | 1         | 1.0      | 1         | 1.0      |
| Special Assistant - Film             | 7934  | --    | 1         | 1.0      | 1         | 1.0      | 1         | 1.0      |
| Staff Assistant                      | 7011  | --    | 1         | 1.0      | 2         | 2.0      | 2         | 2.0      |
| Training Coordinator                 | 7662  | SR9   | 0         | 0.0      | 0         | 0.0      | 1         | 1.0      |
| Total Positions & FTE                |       |       | 42        | 40.8     | 45        | 45.0     | 49        | 49.0     |

# 04 Mayor's Office–Financial

**Reminder:** Some classifications were deleted and new classifications (class number 10000 and above) were added to implement the 2002 Reclassification Study & Pay Plan. Many of the class changes from FY 2001 to FY 2002 were due to implementing that Study.

|                                     |              |              | FY 2001          |                 | FY 2002          |                 | FY 2003          |                 |
|-------------------------------------|--------------|--------------|------------------|-----------------|------------------|-----------------|------------------|-----------------|
|                                     | <u>Class</u> | <u>Grade</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> |
| <b>76 NCAC - Fund 31000</b>         |              |              |                  |                 |                  |                 |                  |                 |
| Accounts Clerk 1 - NCAC             | 7808         | N/A          | 1                | 1.0             | 2                | 2.0             | 2                | 2.0             |
| Accounts Clerk 2 - NCAC             | 7865         | N/A          | 2                | 2.0             | 2                | 2.0             | 2                | 2.0             |
| Acct Associate - NCAC               | 7806         | N/A          | 2                | 2.0             | 2                | 2.0             | 2                | 2.0             |
| Acct Supervisor - NCAC              | 7807         | N/A          | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Administrative Assistant - NCAC     | 7809         | N/A          | 1                | 1.0             | 0                | 0.0             | 0                | 0.0             |
| Admin or Program Asst. - NCAC       | 7828         | N/A          | 0                | 0.0             | 5                | 5.0             | 5                | 5.0             |
| Assistant to Center Director - NCAC | 7809         | N/A          | 0                | 0.0             | 2                | 2.0             | 2                | 2.0             |
| Business Liaison - NCAC             | 7846         | N/A          | 0                | 0.0             | 1                | 1.0             | 1                | 1.0             |
| Career Development Manager - NCAC   | 7861         | GS08         | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Career Develop Prog Assoc - NCAC    | 7954         | N/A          | 0                | 0.0             | 1                | 1.0             | 1                | 1.0             |
| Career Develop Specialist - NCAC    | 7955         | N/A          | 0                | 0.0             | 3                | 3.0             | 3                | 3.0             |
| Career Planner - NCAC               | 7915         | N/A          | 4                | 4.0             | 5                | 5.0             | 5                | 5.0             |
| Career Strategist - NCAC            | 7847         | N/A          | 4                | 4.0             | 5                | 5.0             | 5                | 5.0             |
| Contract Administrator - NCAC       | 7867         | N/A          | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Cook - Assistant                    | 2140         | TG03         | 0                | 0.0             | 1                | 1.0             | 1                | 1.0             |
| Cook - MAC                          | 6509         | NS           | 0                | 0.0             | 1                | 1.0             | 1                | 1.0             |
| Data Ent Supv - NCAC                | 7814         | N/A          | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Data Entry - NCAC                   | 7813         | N/A          | 2                | 2.0             | 2                | 2.0             | 2                | 2.0             |
| Dietary Tech                        | 7478         | HS03         | 0                | 0.0             | 2                | 2.0             | 2                | 2.0             |
| Dir of Operations & Business Dev    | 7821         | N/A          | 0                | 0.0             | 1                | 1.0             | 1                | 1.0             |
| Emp Specialist - NCAC               | 7818         | N/A          | 2                | 2.0             | 2                | 2.0             | 2                | 2.0             |
| Environment Services Tech           | 7489         | HS03         | 0                | 0.0             | 1                | 1.0             | 1                | 1.0             |
| Fin Services Rep - NCAC             | 7848         | N/A          | 1                | 1.0             | 0                | 0.0             | 0                | 0.0             |
| Finance Director - NCAC             | 7819         | N/A          | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Govt/Cmnty Rel Mgr - NCAC           | 7821         | N/A          | 1                | 1.0             | 0                | 0.0             | 0                | 0.0             |
| Info Systems Mgr - NCAC             | 7822         | N/A          | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| NCA Center Director                 | 7631         | GS00         | 1                | 1.0             | 0                | 0.0             | 0                | 0.0             |
| NCAC Director                       | 7631         | NS           | 0                | 0.0             | 1                | 1.0             | 1                | 1.0             |
| One Stop Cr Ctr Dir-NCAC            | 7851         | N/A          | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Opry Mills Learning Ctr Dev Mgr     | 7951         | N/A          | 0                | 0.0             | 1                | 1.0             | 1                | 1.0             |
| Orientation/Inf Rep-NCAC            | 7852         | N/A          | 1                | 1.0             | 0                | 0.0             | 0                | 0.0             |
| Program Coordinator                 | 7916         | N/A          | 0                | 0.0             | 1                | 1.0             | 1                | 1.0             |
| Program Supervisor 1 - NCAC         | 7869         | N/A          | 0                | 0.0             | 1                | 1.0             | 1                | 1.0             |
| Program Supervisor 2 - NCAC         | 7853         | N/A          | 0                | 0.0             | 1                | 1.0             | 1                | 1.0             |
| Receptionist - NCAC                 | 7830         | N/A          | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Receptionist/Prog Assistant - NCAC  | 7828         | N/A          | 5                | 5.0             | 1                | 1.0             | 1                | 1.0             |
| Research Analyst - NCAC             | 7831         | N/A          | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Resource Center Mgr - NCAC          | 7853         | N/A          | 1                | 1.0             | 0                | 0.0             | 0                | 0.0             |
| Resource Center Spec-NCAC           | 7833         | N/A          | 1                | 1.0             | 0                | 0.0             | 0                | 0.0             |
| School Crossing Guard               | 3445         | SP01         | 0                | 0.0             | 1                | 1.0             | 1                | 1.0             |
| Special Services Coordinator - NCAC | 7916         | N/A          | 1                | 1.0             | 0                | 0.0             | 0                | 0.0             |
| Supportive Serv Coordinator - NCAC  | 7837         | N/A          | 0                | 0.0             | 1                | 1.0             | 1                | 1.0             |
| Sys Specialist - NCAC               | 7835         | N/A          | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Transportation Clerk - NCAC         | 7836         | N/A          | 2                | 2.0             | 2                | 2.0             | 2                | 2.0             |
| Transportation Coord - NCAC         | 7837         | N/A          | 1                | 1.0             | 0                | 0.0             | 0                | 0.0             |
| Transportation Supervisor - NCAC    | 7862         | N/A          | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Transportation Systems Admin        | 7863         | GS05         | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Welfare To Work Case Mgr-NCAC       | 7857         | N/A          | 3                | 3.0             | 4                | 4.0             | 4                | 4.0             |
| Welfare To Work Information Spec.   | 7864         | N/A          | 1                | 1.0             | 0                | 0.0             | 0                | 0.0             |
| Welfare To Work Mgr - NCAC          | 7858         | N/A          | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |

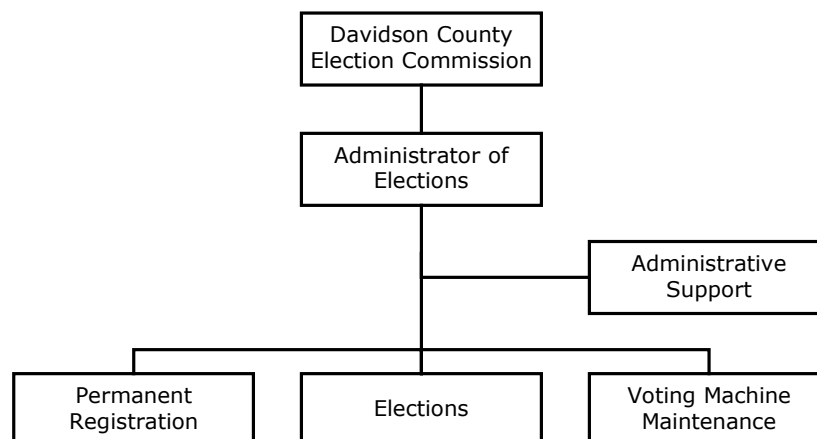
## O4 Mayor's Office–Financial

|                                  |              |     | FY 2001          |                 | FY 2002          |                 | FY 2003          |                 |
|----------------------------------|--------------|-----|------------------|-----------------|------------------|-----------------|------------------|-----------------|
| <u>Class</u>                     | <u>Grade</u> |     | <u>Bud. Pos.</u> | <u>Bud. FTE</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> |
| <b>76 NCAC - Fund 31000</b>      |              |     |                  |                 |                  |                 |                  |                 |
| WTW Program Coordinator - NCAC   | 7868         | N/A | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| WTW Services Coordinator - NCAC  | 7869         | N/A | 1                | 1.0             | 0                | 0.0             | 0                | 0.0             |
| Youth Program Manager - NCAC     | 7838         | N/A | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Youth Program Senior Spec - NCAC | 7839         | N/A | 1                | 1.0             | 2                | 2.0             | 2                | 2.0             |
| <b>Total Positions &amp; FTE</b> |              |     | <b>54</b>        | <b>54.0</b>     | <b>69</b>        | <b>69.0</b>     | <b>69</b>        | <b>69.0</b>     |

## O5 Election Commission–At a Glance

|                                    |   |                           |                           |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |          |          |          |                   |        |        |        |                       |   |   |   |                              |                        |                        |                        |                     |   |   |   |           |   |   |   |                       |                        |                        |                        |  |  |  |
|------------------------------------|---|---------------------------|---------------------------|----------------|----------------|------------------------------------|--|--|--|------------------|-------------|-------------|-------------|-----------------------|---|---|---|---------------------------|---------------------------|---------------------------|---------------------------|--------------------------------|--|--|--|------------------------------|----------|----------|----------|-------------------|--------|--------|--------|-----------------------|---|---|---|------------------------------|------------------------|------------------------|------------------------|---------------------|---|---|---|-----------|---|---|---|-----------------------|------------------------|------------------------|------------------------|--|--|--|
| <b>Vision</b>                      | The Davidson County Election Commission is committed to ensuring voting accessibility and protecting the integrity of the electoral process.  |                           |                           |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |          |          |          |                   |        |        |        |                       |   |   |   |                              |                        |                        |                        |                     |   |   |   |           |   |   |   |                       |                        |                        |                        |  |  |  |
| <b>Mission</b>                     | To conduct elections with accuracy and consistency in order to provide each citizen the opportunity to exercise his or her right to vote in an efficient and equitable manner in accordance with the laws of the United States and the State of Tennessee.  |                           |                           |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |          |          |          |                   |        |        |        |                       |   |   |   |                              |                        |                        |                        |                     |   |   |   |           |   |   |   |                       |                        |                        |                        |  |  |  |
| <b>Budget Summary</b>              | <table><tr><td></td><td><u>2000-01</u></td><td><u>2001-02</u></td><td><u>2002-03</u></td></tr><tr><td><b>Expenditures and Transfers:</b></td><td></td><td></td><td></td></tr><tr><td>GSD General Fund</td><td>\$2,127,533</td><td>\$2,283,522</td><td>\$2,990,575</td></tr><tr><td>Special purpose funds</td><td>0</td><td>0</td><td>0</td></tr><tr><td><b>Total Expenditures</b></td><td><u><b>\$2,127,533</b></u></td><td><u><b>\$2,283,522</b></u></td><td><u><b>\$2,990,575</b></u></td></tr><tr><td><b>Revenues and Transfers:</b></td><td></td><td></td><td></td></tr><tr><td>Charges, Commissions, &amp; Fees</td><td>\$13,620</td><td>\$15,089</td><td>\$26,038</td></tr><tr><td>Other Governments</td><td>18,000</td><td>18,000</td><td>18,000</td></tr><tr><td>Other Program Revenue</td><td>0</td><td>0</td><td>0</td></tr><tr><td><b>Total Program Revenue</b></td><td><u><b>\$31,620</b></u></td><td><u><b>\$33,089</b></u></td><td><u><b>\$44,038</b></u></td></tr><tr><td>Non-program Revenue</td><td>0</td><td>0</td><td>0</td></tr><tr><td>Transfers</td><td>0</td><td>0</td><td>0</td></tr><tr><td><b>Total Revenues</b></td><td><u><b>\$31,620</b></u></td><td><u><b>\$33,089</b></u></td><td><u><b>\$44,038</b></u></td></tr></table> |                           | <u>2000-01</u>            | <u>2001-02</u> | <u>2002-03</u> | <b>Expenditures and Transfers:</b> |  |  |  | GSD General Fund | \$2,127,533 | \$2,283,522 | \$2,990,575 | Special purpose funds | 0 | 0 | 0 | <b>Total Expenditures</b> | <u><b>\$2,127,533</b></u> | <u><b>\$2,283,522</b></u> | <u><b>\$2,990,575</b></u> | <b>Revenues and Transfers:</b> |  |  |  | Charges, Commissions, & Fees | \$13,620 | \$15,089 | \$26,038 | Other Governments | 18,000 | 18,000 | 18,000 | Other Program Revenue | 0 | 0 | 0 | <b>Total Program Revenue</b> | <u><b>\$31,620</b></u> | <u><b>\$33,089</b></u> | <u><b>\$44,038</b></u> | Non-program Revenue | 0 | 0 | 0 | Transfers | 0 | 0 | 0 | <b>Total Revenues</b> | <u><b>\$31,620</b></u> | <u><b>\$33,089</b></u> | <u><b>\$44,038</b></u> |  |  |  |
|                                    | <u>2000-01</u>  | <u>2001-02</u>            | <u>2002-03</u>            |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |          |          |          |                   |        |        |        |                       |   |   |   |                              |                        |                        |                        |                     |   |   |   |           |   |   |   |                       |                        |                        |                        |  |  |  |
| <b>Expenditures and Transfers:</b> |   |                           |                           |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |          |          |          |                   |        |        |        |                       |   |   |   |                              |                        |                        |                        |                     |   |   |   |           |   |   |   |                       |                        |                        |                        |  |  |  |
| GSD General Fund                   | \$2,127,533   | \$2,283,522               | \$2,990,575               |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |          |          |          |                   |        |        |        |                       |   |   |   |                              |                        |                        |                        |                     |   |   |   |           |   |   |   |                       |                        |                        |                        |  |  |  |
| Special purpose funds              | 0   | 0                         | 0                         |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |          |          |          |                   |        |        |        |                       |   |   |   |                              |                        |                        |                        |                     |   |   |   |           |   |   |   |                       |                        |                        |                        |  |  |  |
| <b>Total Expenditures</b>          | <u><b>\$2,127,533</b></u>   | <u><b>\$2,283,522</b></u> | <u><b>\$2,990,575</b></u> |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |          |          |          |                   |        |        |        |                       |   |   |   |                              |                        |                        |                        |                     |   |   |   |           |   |   |   |                       |                        |                        |                        |  |  |  |
| <b>Revenues and Transfers:</b>     |   |                           |                           |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |          |          |          |                   |        |        |        |                       |   |   |   |                              |                        |                        |                        |                     |   |   |   |           |   |   |   |                       |                        |                        |                        |  |  |  |
| Charges, Commissions, & Fees       | \$13,620  | \$15,089                  | \$26,038                  |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |          |          |          |                   |        |        |        |                       |   |   |   |                              |                        |                        |                        |                     |   |   |   |           |   |   |   |                       |                        |                        |                        |  |  |  |
| Other Governments                  | 18,000  | 18,000                    | 18,000                    |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |          |          |          |                   |        |        |        |                       |   |   |   |                              |                        |                        |                        |                     |   |   |   |           |   |   |   |                       |                        |                        |                        |  |  |  |
| Other Program Revenue              | 0   | 0                         | 0                         |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |          |          |          |                   |        |        |        |                       |   |   |   |                              |                        |                        |                        |                     |   |   |   |           |   |   |   |                       |                        |                        |                        |  |  |  |
| <b>Total Program Revenue</b>       | <u><b>\$31,620</b></u>  | <u><b>\$33,089</b></u>    | <u><b>\$44,038</b></u>    |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |          |          |          |                   |        |        |        |                       |   |   |   |                              |                        |                        |                        |                     |   |   |   |           |   |   |   |                       |                        |                        |                        |  |  |  |
| Non-program Revenue                | 0   | 0                         | 0                         |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |          |          |          |                   |        |        |        |                       |   |   |   |                              |                        |                        |                        |                     |   |   |   |           |   |   |   |                       |                        |                        |                        |  |  |  |
| Transfers                          | 0   | 0                         | 0                         |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |          |          |          |                   |        |        |        |                       |   |   |   |                              |                        |                        |                        |                     |   |   |   |           |   |   |   |                       |                        |                        |                        |  |  |  |
| <b>Total Revenues</b>              | <u><b>\$31,620</b></u>  | <u><b>\$33,089</b></u>    | <u><b>\$44,038</b></u>    |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |          |          |          |                   |        |        |        |                       |   |   |   |                              |                        |                        |                        |                     |   |   |   |           |   |   |   |                       |                        |                        |                        |  |  |  |
| <b>Positions</b>                   | Total Budgeted Positions  | 25                        | 39                        | 40             |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |          |          |          |                   |        |        |        |                       |   |   |   |                              |                        |                        |                        |                     |   |   |   |           |   |   |   |                       |                        |                        |                        |  |  |  |
| <b>Contacts</b>                    | Administrator of Elections: Michael McDonald    email: michael.mcdonald@nashville.gov<br>Financial Manager: Patricia Cramb    email: patricia.cramb@nashville.gov<br><br>153 Howard Office Building 37210    Phone: 862-8800    FAX: 862-8810   |                           |                           |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |          |          |          |                   |        |        |        |                       |   |   |   |                              |                        |                        |                        |                     |   |   |   |           |   |   |   |                       |                        |                        |                        |  |  |  |

### Organizational Structure



## 05 Election Commission–At a Glance

### Budget Highlights FY 2003

|   |                  |
|---|------------------|
| • Elected Officials Pay increase                                      | \$1,600          |
| • Pay Plan/Benefit adjustments  | 59,900           |
| • Postal Service rates increase                                       | 3,700            |
| • Fleet Management Consolidation net adjustment                       | -1,923           |
| • Information Systems billings  | 69,471           |
| • Background Checks fees  | 500              |
| • Telecommunication net adjustment                                    | -5,595           |
| • Promotions for two employees  | 34,700           |
| • Benefits for temporary employees                                    | 49,200           |
| • Redistricting in FY 02 budget; will be reserved (non-recurring)     | -320,000         |
| • Other one-time costs in FY 02 budget (non-recurring)                | -516,000         |
| • August 2 Election (State Primary, County General) - (non-recurring) | 559,700          |
| • November 2 Election (State General Election) - (non-recurring)      | 658,000          |
| • August 3 Election (Metro General Election) - (non-recurring)        | 91,400           |
| • Satellite City Elections - (non-recurring)                          | 22,400           |
| Total   | <u>\$707,053</u> |

### Overview

The Election Commission was created to maintain voter registration files and conduct all elections for Davidson County (Federal, State, Metro) and the six incorporated satellite cities within Davidson County.

The Commission is governed by five commissioners appointed by the State Election Commission for two year terms. The commissioners are charged with ensuring compliance with state election laws and operating within Metro's purchasing and budgetary laws. The Commission has a staff of 22 full-time and 13 part-time employees.

### PERMANENT REGISTRATION

The Permanent Registration Division is responsible for processing candidates' filing forms, certifying nominating petitions to qualify candidates for ballot, and receiving and reviewing campaign contribution and expenditure reports. This Division also conducts federal, state, county, Metro and satellite city elections, recruits and trains election officials, and disseminates election information to voters, poll officials, candidates, schools and community groups.

### ELECTIONS

The Election Division provides funding needed to conduct federal, state, county, Metro, and satellite city elections.

### VOTING MACHINE WAREHOUSE

The Voting Machine Warehouse provides year-round maintenance and storage of voting machines, prepares voting machines for each election held in the county and prepares ballot for each district and precinct. This Division works to obtain suitable ADA (Americans with Disabilities Act) compliant voting sites and locates new precincts as needed; loans voting machines to and assists with elections for schools, civic groups, and other organizations. This Division trains voting machine operators for each election.

## 05 Election Commission–Performance

| Objectives   | Performance Measures   | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget                 |
|--|--|-------------------|--------------------|-------------------|-----------------------------------|
| <b>PERMANENT REGISTRATION</b>  |  |                   |                    |                   |                                   |
| 1. Maintain accurate up-to-date voter registration records for Davidson County.  | a. Voter registration by:  |                   |                    |                   |                                   |
|  | Personal appearance - counter  | 10,000            | 6,627              | 5,500             | 7,000                             |
|  | Motor voter  | 30,000            | 9,361              | 15,000            | 10,000                            |
|  | Mail   | 30,000            | 38,079             | 30,000            | 30,000                            |
|  | b. Purged voters   | 20,000            | 13,941             | 25,000            | 15,000                            |
| 2. Provide voter information lists to candidates and public upon request.  | c. Data entry:   |                   |                    |                   |                                   |
|  | Voter history update   | 350,000           | 210,921            | 350,000           | 215,000                           |
|  | Name/Address Changes   | na                | na                 | na                | 90,000                            |
|  | List and labels requests run   | 130               | 70                 | 60                | 75                                |
|  |  |                   |                    |                   |                                   |
| 3. Conduct voter education and outreach to make registration and voting as "customer friendly" as possible.  | a. Publish newsletter targeted to voters and community groups  | na                | na                 | 3 newsletters     | 4 newsletters                     |
|  | b. Host voter outreach fair in conjunction with community organizations and civic groups   | na                | na                 | na                | 9/02                              |
|  | c. Develop TV public service announcements with Government Access staff to encourage voters to make address changes on registration cards prior to elections | na                | na                 | na                | 3 PSAs                            |
|  |  |                   |                    |                   |                                   |
|  |  |                   |                    |                   |                                   |
| 4. In compliance with 2002 State and Metro Redistricting plans, complete precinct and voting location designation for all voters in Davidson County. | a. Mail new voter registration cards to every approved voter in Davidson County prior to the August 2002 election  | na                | na                 | na                | 320,000 registration cards mailed |
|  | b. Publish new precinct location list and map in newspaper   | na                | na                 | na                | 7/02                              |
|  |  |                   |                    |                   |                                   |
|  |  |                   |                    |                   |                                   |
|  |  |                   |                    |                   |                                   |
| <b>ELECTIONS</b>   |  |                   |                    |                   |                                   |
| 1. Conduct scheduled elections and enhance accessibility providing early voting sites.   | a. Number of early voting sites – State Primary & County General Election (Aug 2002)   | na                | na                 | na                | 6                                 |
|  | b. State General Election – Lottery Question (Nov 2002) – Number of early voting sites   | na                | na                 | na                | 6                                 |
|  | c. Preparation for Metro General Election – Number of early voting sites   | na                | na                 | na                | To be determined                  |
|  |  |                   |                    |                   |                                   |
|  |  |                   |                    |                   |                                   |
| 2. Recruit and train poll officials for each elections.  | a. Produce new poll official training video with assistance from Government Access TV office   | na                | na                 | Complete 4/02     | 7/02, 10/02                       |
|  | b. Poll officials hired and trained  | 3,248             | 2,517              | 1,380             | 4,178                             |
|  |  |                   |                    |                   |                                   |



## O5 Election Commission–Performance

| Objectives   | Performance Measures  | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget       | FY 2003<br>Budget |
|--|---|-------------------|--------------------|-------------------------|-------------------|
| <b>VOTING MACHINE WAREHOUSE</b>  |   |                   |                    |                         |                   |
| 1. Provide voting machines prepared according to law for Davidson County elections at all precincts and tabulate results for each. | a. Voting machines maintained   | 604               | 604                | 604                     | 604               |
|  | b. Voting machines prepared   | 1,500             | 1,351              | 696                     | 2,735             |
|  | c. Machine operators trained  | 1,140             | 788                | 350                     | 1,172             |
| 2. Conduct elections for satellite cities, schools, and organizations.   | a. Satellite city elections   | 4                 | 4                  | 2                       | 4                 |
|  | b. School and organization elections  | 93                | 76                 | 74                      | 75                |
| 3. Locate, recommend, and arrange for use of new polling places.   | New polling places  | 18                | 9                  | 25                      | 65                |
| 4. Survey existing and new polling places to determine compliance with state and federal ADA accessibility requirements.           | Develop transition plan with ADA office to assure compliance with the Americans with Disabilities Act per the Metro Government agreement with the Department of Justice | na                | na                 | Initiate survey by 2/02 | 12/02             |

# 05 Election Commission–Financial

## Election Commission GSD General Fund

| EXPENSE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>OPERATING EXPENSE:</b>                        |                   |                    |                   |                   |
| <b>PERSONAL SERVICES:</b>                        |                   |                    |                   |                   |
| Salary Expense                                   | 1,066,725         | 1,040,888          | 1,218,615         | 1,360,307         |
| Fringe Benefits                                  | 213,879           | 243,218            | 223,137           | 310,433           |
| Per Diem & Other Fees                            | 428,186           | 404,780            | 149,670           | 540,900           |
| <b>TOTAL PERSONAL SERVICES</b>                   | <b>1,708,790</b>  | <b>1,688,886</b>   | <b>1,591,422</b>  | <b>2,211,640</b>  |
| <b>OTHER SERVICES:</b>                           |                   |                    |                   |                   |
| Utilities  | 11,190            | 11,224             | 13,835            | 13,819            |
| Professional Services                            | 34,486            | 33,500             | 18,000            | 37,000            |
| Purchased Services                               | 133               | 17,621             | 713               | 11,910            |
| Travel   | 6,988             | 8,334              | 6,438             | 6,938             |
| Communications                                   | 30,650            | 30,179             | 156,000           | 81,155            |
| Printing   | 76,050            | 60,910             | 131,331           | 158,831           |
| Advertising & Promotion                          | 65,300            | 77,306             | 46,100            | 103,096           |
| Subscriptions                                    | 300               | 333                | 300               | 300               |
| Tuition, Reg., & Membership Dues                 | 2,500             | 3,235              | 7,500             | 2,500             |
| Repairs & Maintenance Services                   | 15,866            | 17,487             | 18,616            | 18,616            |
| Internal Service Fees                            | 112,335           | 119,361            | 236,011           | 236,014           |
| <b>TOTAL OTHER SERVICES</b>                      | <b>355,798</b>    | <b>379,490</b>     | <b>634,844</b>    | <b>670,179</b>    |
| <b>OTHER EXPENSE:</b>                            |                   |                    |                   |                   |
| Supplies and Materials                           | 22,728            | 13,349             | 41,828            | 45,228            |
| Misc. Other Expenses & Payments                  | 0                 | 0                  | 0                 | 0                 |
| Fixed Charges                                    | 32,543            | 34,779             | 13,958            | 58,858            |
| Licenses, Permits, & Fees                        | 270               | 129                | 270               | 270               |
| Taxes  | 0                 | 0                  | 0                 | 0                 |
| Grant Contributions & Awards                     | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL OTHER EXPENSE</b>                       | <b>55,541</b>     | <b>48,257</b>      | <b>56,056</b>     | <b>104,356</b>    |
| <b>PENSION, ANNUITY, DEBT, &amp; OTHER COSTS</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>EQUIPMENT, BUILDINGS, &amp; LAND</b>          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>SPECIAL PROJECTS</b>                          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL OPERATING EXPENSE</b>                   | <b>2,120,129</b>  | <b>2,116,633</b>   | <b>2,282,322</b>  | <b>2,986,175</b>  |
| <b>TRANSFERS TO OTHER FUNDS &amp; UNITS:</b>     | <b>7,404</b>      | <b>2,560</b>       | <b>1,200</b>      | <b>4,400</b>      |
| <b>TOTAL EXPENSE AND TRANSFERS</b>               | <b>2,127,533</b>  | <b>2,119,193</b>   | <b>2,283,522</b>  | <b>2,990,575</b>  |

# O5 Election Commission–Financial

## Election Commission GSD General Fund

| REVENUE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>PROGRAM REVENUE:</b>                          |                   |                    |                   |                   |
| <b>Charges, Commissions, &amp; Fees</b>          |                   |                    |                   |                   |
| Charges For Current Services                     | 13,620            | 18,767             | 15,089            | 26,038            |
| Commissions and Fees                             | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Charges, Commissions, &amp; Fees</b> | <b>13,620</b>     | <b>18,767</b>      | <b>15,089</b>     | <b>26,038</b>     |
| <b>Other Governments &amp; Agencies</b>          |                   |                    |                   |                   |
| Federal Direct                                   | 0                 | 0                  | 0                 | 0                 |
| Federal Through State                            | 0                 | 0                  | 0                 | 0                 |
| Federal Through Other Pass-Through               | 0                 | 0                  | 0                 | 0                 |
| State Direct                                     | 18,000            | 330,856            | 18,000            | 18,000            |
| Other Government Agencies                        | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Governments &amp; Agencies</b> | <b>18,000</b>     | <b>330,856</b>     | <b>18,000</b>     | <b>18,000</b>     |
| <b>Other Program Revenue</b>                     |                   |                    |                   |                   |
| Contributions and Gifts                          | 0                 | 0                  | 0                 | 0                 |
| Miscellaneous Revenue                            | 0                 | 0                  | 0                 | 0                 |
| Use of Money or Property                         | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Program Revenue</b>            | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL PROGRAM REVENUE</b>                     | <b>31,620</b>     | <b>349,623</b>     | <b>33,089</b>     | <b>44,038</b>     |
| <b>NON-PROGRAM REVENUE:</b>                      |                   |                    |                   |                   |
| Property Taxes                                   | 0                 | 0                  | 0                 | 0                 |
| Local Option Sales Tax                           | 0                 | 0                  | 0                 | 0                 |
| Other Taxes, Licenses, & Permits                 | 0                 | 0                  | 0                 | 0                 |
| Fines, Forfeits, & Penalties                     | 0                 | 0                  | 0                 | 0                 |
| Compensation From Property                       | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL NON-PROGRAM REVENUE</b>                 | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TRANSFERS FROM OTHER FUNDS AND UNITS:</b>     | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL REVENUE AND TRANSFERS</b>               | <b>31,620</b>     | <b>349,623</b>     | <b>33,089</b>     | <b>44,038</b>     |

## 05 Election Commission–Financial

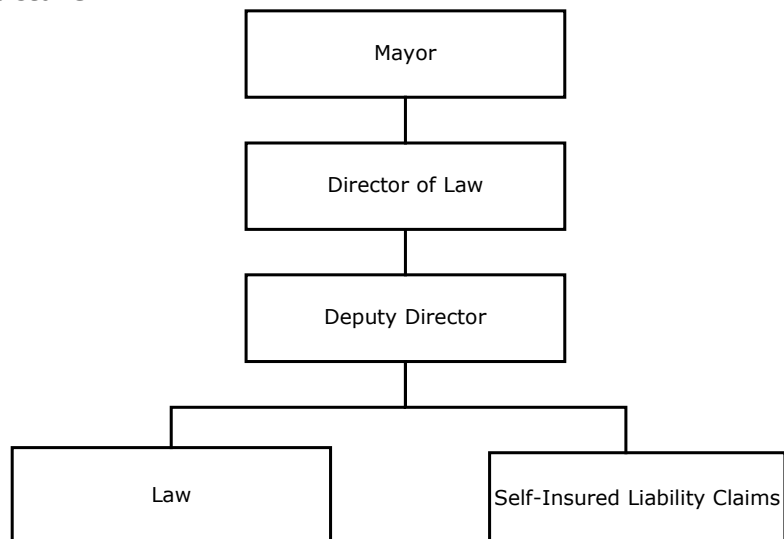
**Reminder:** Some classifications were deleted and new classifications (class number 10000 and above) were added to implement the 2002 Reclassification Study & Pay Plan. Many of the class changes from FY 2001 to FY 2002 were due to implementing that Study.

|  |              |    | FY 2001          |                 | FY 2002          |                 | FY 2003          |                 |
|--|--------------|----|------------------|-----------------|------------------|-----------------|------------------|-----------------|
| <u>Class</u>                                   | <u>Grade</u> |    | <u>Bud. Pos.</u> | <u>Bud. FTE</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> |
| <b>05 Election Commission - GSD Fund 10101</b> |              |    |                  |                 |                  |                 |                  |                 |
| Admin of Elections                             | 4080         | NS | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Election Commissioner                          | 1743         | NS | 5                | 0.5             | 5                | 0.5             | 5                | 0.5             |
| Election Deputy 1                              | 7096         | NS | 6                | 6.0             | 8                | 8.0             | 7                | 7.0             |
| Election Deputy 2                              | 7097         | NS | 4                | 4.0             | 4                | 4.0             | 5                | 5.0             |
| Election Deputy 3                              | 7098         | NS | 6                | 6.0             | 6                | 6.0             | 3                | 3.0             |
| Election Deputy 4                              | 10181        | NS | 0                | 0.0             | 0                | 0.0             | 3                | 3.0             |
| Machine Technician                             | 2954         | NS | 2                | 2.0             | 2                | 2.0             | 2                | 2.0             |
| Machine Warehouse Mgr                          | 7099         | NS | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| <b>Total Positions &amp; FTE</b>               |              |    | <b>25</b>        | <b>20.5</b>     | <b>27</b>        | <b>22.5</b>     | <b>27</b>        | <b>22.5</b>     |
| <b>Seasonal/Part-Time/Temporary</b>            |              |    |                  |                 | <b>12</b>        | <b>12.0</b>     | <b>13</b>        | <b>13.0</b>     |

## O6 Law–At a Glance

|                                    |   |                           |                           |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |     |          |          |                   |   |   |   |                       |   |   |   |                              |            |                 |                 |                     |        |        |        |           |           |           |           |                       |                           |                           |                           |  |  |  |
|------------------------------------|---|---------------------------|---------------------------|----------------|----------------|------------------------------------|--|--|--|------------------|-------------|-------------|-------------|-----------------------|---|---|---|---------------------------|---------------------------|---------------------------|---------------------------|--------------------------------|--|--|--|------------------------------|-----|----------|----------|-------------------|---|---|---|-----------------------|---|---|---|------------------------------|------------|-----------------|-----------------|---------------------|--------|--------|--------|-----------|-----------|-----------|-----------|-----------------------|---------------------------|---------------------------|---------------------------|--|--|--|
| <b>Vision</b>                      | Excellence in providing legal representation to the Metropolitan Government.  |                           |                           |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |     |          |          |                   |   |   |   |                       |   |   |   |                              |            |                 |                 |                     |        |        |        |           |           |           |           |                       |                           |                           |                           |  |  |  |
| <b>Mission</b>                     | To provide complete legal advice and representation to all levels of the administrative, legislative and operational division of The Metropolitan Government of Nashville and Davidson County.  |                           |                           |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |     |          |          |                   |   |   |   |                       |   |   |   |                              |            |                 |                 |                     |        |        |        |           |           |           |           |                       |                           |                           |                           |  |  |  |
| <b>Budget Summary</b>              | <table><tr><td></td><td><u>2000-01</u></td><td><u>2001-02</u></td><td><u>2002-03</u></td></tr><tr><td><b>Expenditures and Transfers:</b></td><td></td><td></td><td></td></tr><tr><td>GSD General Fund</td><td>\$3,098,520</td><td>\$3,715,694</td><td>\$4,160,184</td></tr><tr><td>Special purpose funds</td><td>0</td><td>0</td><td>0</td></tr><tr><td><b>Total Expenditures</b></td><td><u><b>\$3,098,520</b></u></td><td><u><b>\$3,715,694</b></u></td><td><u><b>\$4,160,184</b></u></td></tr><tr><td><b>Revenues and Transfers:</b></td><td></td><td></td><td></td></tr><tr><td>Charges, Commissions, &amp; Fees</td><td>\$0</td><td>\$70,000</td><td>\$55,000</td></tr><tr><td>Other Governments</td><td>0</td><td>0</td><td>0</td></tr><tr><td>Other Program Revenue</td><td>0</td><td>0</td><td>0</td></tr><tr><td><b>Total Program Revenue</b></td><td><b>\$0</b></td><td><b>\$70,000</b></td><td><b>\$55,000</b></td></tr><tr><td>Non-program Revenue</td><td>65,000</td><td>70,000</td><td>90,000</td></tr><tr><td>Transfers</td><td>1,571,736</td><td>1,571,736</td><td>1,679,302</td></tr><tr><td><b>Total Revenues</b></td><td><u><b>\$1,636,736</b></u></td><td><u><b>\$1,711,736</b></u></td><td><u><b>\$1,824,302</b></u></td></tr></table> |                           | <u>2000-01</u>            | <u>2001-02</u> | <u>2002-03</u> | <b>Expenditures and Transfers:</b> |  |  |  | GSD General Fund | \$3,098,520 | \$3,715,694 | \$4,160,184 | Special purpose funds | 0 | 0 | 0 | <b>Total Expenditures</b> | <u><b>\$3,098,520</b></u> | <u><b>\$3,715,694</b></u> | <u><b>\$4,160,184</b></u> | <b>Revenues and Transfers:</b> |  |  |  | Charges, Commissions, & Fees | \$0 | \$70,000 | \$55,000 | Other Governments | 0 | 0 | 0 | Other Program Revenue | 0 | 0 | 0 | <b>Total Program Revenue</b> | <b>\$0</b> | <b>\$70,000</b> | <b>\$55,000</b> | Non-program Revenue | 65,000 | 70,000 | 90,000 | Transfers | 1,571,736 | 1,571,736 | 1,679,302 | <b>Total Revenues</b> | <u><b>\$1,636,736</b></u> | <u><b>\$1,711,736</b></u> | <u><b>\$1,824,302</b></u> |  |  |  |
|                                    | <u>2000-01</u>  | <u>2001-02</u>            | <u>2002-03</u>            |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |     |          |          |                   |   |   |   |                       |   |   |   |                              |            |                 |                 |                     |        |        |        |           |           |           |           |                       |                           |                           |                           |  |  |  |
| <b>Expenditures and Transfers:</b> |   |                           |                           |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |     |          |          |                   |   |   |   |                       |   |   |   |                              |            |                 |                 |                     |        |        |        |           |           |           |           |                       |                           |                           |                           |  |  |  |
| GSD General Fund                   | \$3,098,520   | \$3,715,694               | \$4,160,184               |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |     |          |          |                   |   |   |   |                       |   |   |   |                              |            |                 |                 |                     |        |        |        |           |           |           |           |                       |                           |                           |                           |  |  |  |
| Special purpose funds              | 0   | 0                         | 0                         |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |     |          |          |                   |   |   |   |                       |   |   |   |                              |            |                 |                 |                     |        |        |        |           |           |           |           |                       |                           |                           |                           |  |  |  |
| <b>Total Expenditures</b>          | <u><b>\$3,098,520</b></u>   | <u><b>\$3,715,694</b></u> | <u><b>\$4,160,184</b></u> |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |     |          |          |                   |   |   |   |                       |   |   |   |                              |            |                 |                 |                     |        |        |        |           |           |           |           |                       |                           |                           |                           |  |  |  |
| <b>Revenues and Transfers:</b>     |   |                           |                           |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |     |          |          |                   |   |   |   |                       |   |   |   |                              |            |                 |                 |                     |        |        |        |           |           |           |           |                       |                           |                           |                           |  |  |  |
| Charges, Commissions, & Fees       | \$0   | \$70,000                  | \$55,000                  |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |     |          |          |                   |   |   |   |                       |   |   |   |                              |            |                 |                 |                     |        |        |        |           |           |           |           |                       |                           |                           |                           |  |  |  |
| Other Governments                  | 0   | 0                         | 0                         |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |     |          |          |                   |   |   |   |                       |   |   |   |                              |            |                 |                 |                     |        |        |        |           |           |           |           |                       |                           |                           |                           |  |  |  |
| Other Program Revenue              | 0   | 0                         | 0                         |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |     |          |          |                   |   |   |   |                       |   |   |   |                              |            |                 |                 |                     |        |        |        |           |           |           |           |                       |                           |                           |                           |  |  |  |
| <b>Total Program Revenue</b>       | <b>\$0</b>  | <b>\$70,000</b>           | <b>\$55,000</b>           |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |     |          |          |                   |   |   |   |                       |   |   |   |                              |            |                 |                 |                     |        |        |        |           |           |           |           |                       |                           |                           |                           |  |  |  |
| Non-program Revenue                | 65,000  | 70,000                    | 90,000                    |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |     |          |          |                   |   |   |   |                       |   |   |   |                              |            |                 |                 |                     |        |        |        |           |           |           |           |                       |                           |                           |                           |  |  |  |
| Transfers                          | 1,571,736   | 1,571,736                 | 1,679,302                 |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |     |          |          |                   |   |   |   |                       |   |   |   |                              |            |                 |                 |                     |        |        |        |           |           |           |           |                       |                           |                           |                           |  |  |  |
| <b>Total Revenues</b>              | <u><b>\$1,636,736</b></u>   | <u><b>\$1,711,736</b></u> | <u><b>\$1,824,302</b></u> |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |     |          |          |                   |   |   |   |                       |   |   |   |                              |            |                 |                 |                     |        |        |        |           |           |           |           |                       |                           |                           |                           |  |  |  |
| <b>Positions</b>                   | Total Budgeted Positions  | 50                        | 50                        | 52             |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |     |          |          |                   |   |   |   |                       |   |   |   |                              |            |                 |                 |                     |        |        |        |           |           |           |           |                       |                           |                           |                           |  |  |  |
| <b>Contacts</b>                    | Director of Law: Karl Dean<br>Deputy Director of Law: Sue Cain<br><br>204 Metro Courthouse 37201<br><br>email: karl.dean@legal.nashville.org<br>email: sue.cain@legal.nashville.org<br><br>Phone: 862-6341      FAX: 862-6352   |                           |                           |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |     |          |          |                   |   |   |   |                       |   |   |   |                              |            |                 |                 |                     |        |        |        |           |           |           |           |                       |                           |                           |                           |  |  |  |

### Organizational Structure



# 06 Law–At a Glance

## Budget Highlights FY 2003

### GSD

|   |                  |
|---|------------------|
| • Position/Benefit increase for 2 new Staff Attorneys for increase workload | \$209,500        |
| • Books/Magazines/Periodicals   | 65,000           |
| • Pay Plan/Benefit adjustment   | 167,200          |
| • Postal Service rates increase   | 4,300            |
| • Fleet Management Consolidation net adjustment                             | -4,040           |
| • Information Systems billing   | 13,096           |
| • Telecommunication net adjustment  | -10,566          |
| Total   | <u>\$444,490</u> |

|   |                 |
|---|-----------------|
| • Judgment & Losses adjustment to meet current and future needs | <u>\$90,000</u> |
|---|-----------------|

|  |                  |
|--|------------------|
| • Insurance & Reserve adjustment for increased insurance costs | <u>\$125,000</u> |
|--|------------------|

### USD

|  |                 |
|--|-----------------|
| • Judgment & Losses adjustments to meet current and future needs | <u>\$10,000</u> |
|--|-----------------|

|  |                 |
|--|-----------------|
| • Insurance & Reserve adjustment for increased insurance costs | <u>\$15,000</u> |
|--|-----------------|

## Overview

### LAW

The Department of Law provides legal counsel and litigation services to all Metro departments, agencies, and commissions. In addition, the Department provides a liaison with other governmental agencies on legal issues.

The Department also administers an insurance and safety program to identify, analyze, evaluate and make recommendations for the control of risks. As a result of these efforts premiums are determined based on departments' exposure to risk and transferred from participating departmental operating budgets. Insurance director determines premiums and transfers funds based on departments' or funds' exposure to risk. Premiums are transferred from Insurance and Reserve accounts of the general funds and from participating funds' operating budgets.

### SELF-INSURED LIABILITY CLAIMS

The Self-Insured Liability Claims Division investigates, documents and disposes of liability claims for and against the Metropolitan Government. These efforts are coordinated with the Division of Insurance and Safety Division to lessen risk exposure.

## 06 Law–Performance

| Objectives   | Performance Measures                                | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|---|-------------------|--------------------|-------------------|-------------------|
| <b>LAW</b>   |   |                   |                    |                   |                   |
| 1. To provide legal counsel to all departments, agencies and commissions of the Metropolitan Government in litigation matters.         | a. New lawsuits                                     | 275               | 264                | 262               | 260               |
|  | b. Lawsuits closed                                  | 270               | 234                | 249               | 240               |
|  | c. Administrative hearings                          | 275               | 341                | 325               | 325               |
| 2. To litigate delinquent property tax lawsuits in conjunction with the Clerk & Master's Office (Previously titled "Delinquent Taxes") | a. Number of Property Tax Parcels                   | 3,300             | 3,663              | 3,500             | 3,200             |
|  | b. Amount delinquent (Property Tax)                 | \$5,000,000       | \$4,435,248        | \$4,300,000       | \$4,000,000       |
|  | c. Amount collected (Property Summons filed 3/2001) | \$3,000,000       | \$3,194,510        | \$3,293,705       | \$3,100,000       |
| 3. To provide legal advice to all departments, agencies and commissions of the Metropolitan Government.                                | Requests for legal advice                           | 275               | 623                | 500               | 500               |
| 4. To process ordinances, resolutions and contracts for all departments, agencies and commissions of the Metropolitan Government.      | a. Ordinances and resolutions drafted or reviewed   | 450               | 408                | 450               | 300               |
|  | b. Ordinances approved for codification             | 615               | 400                | 450               | 400               |
|  | c. Contracts reviewed or drafted                    | 1,800             | 2,085              | 2,040             | 2,040             |
| 5. To litigate delinquent personalty tax lawsuits in conjunction with the Trustee's Office.  | a. Number of Personalty Tax matters (filed 8/10/01) | 0                 | 3,200              | 3,500             | 3,600             |
|  | b. Amount sought/Delinquent Personalty Tax          | 0                 | \$5,382,383        | \$2,626,067       | \$2,000,000       |
|  | c. Amount collected – Personalty Tax                | 0                 | \$543,587          | \$1,000,000       | \$1,000,000       |
| 6. To litigate unpaid demolition liens in conjunction with Codes Department.   | a. Number of demolition liens filed                 | 0                 | 2                  | 0                 | 20                |
|  | b. Total amount sought/demolition liens             | 0                 | \$3,511            | 0                 | \$40,000          |
|  | c. Amount collected – demolition liens              | 0                 | \$3,762            | 0                 | \$25,000          |
| 7. To litigate unpaid vegetation liens in conjunction with Metro Beautification and Environment Commission.                            | a. Number of vegetation liens filed                 | 0                 | 0                  | 0                 | 120               |
|  | b. Total amount sought/vegetation liens             | 0                 | 0                  | 0                 | \$85,000          |
|  | c. Amount collected – vegetation liens              | 0                 | 0                  | 0                 | \$60,000          |

### SELF-INSURED LIABILITY CLAIMS

|   |                  |           |             |             |           |
|---|------------------|-----------|-------------|-------------|-----------|
| 1. To handle all claims for and against Metropolitan Government, including investigation and resolution of complaints referred by various governmental agencies and the public. | a. Claims filed  | 2,300     | 2,085       | 2,200       | 2,100     |
|   | b. Claims closed | 2,300     | 2,362       | 2,300       | 2,100     |
|   | c. Amount paid   | \$850,000 | \$1,744,361 | \$1,020,000 | \$700,000 |

Includes Board of Education and MTA

# 06 Law–Financial

## Law GSD General Fund

| EXPENSE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>OPERATING EXPENSE:</b>                        |                   |                    |                   |                   |
| <b>PERSONAL SERVICES:</b>                        |                   |                    |                   |                   |
| Salary Expense                                   | 2,219,398         | 2,208,706          | 2,534,132         | 2,840,932         |
| Fringe Benefits                                  | 524,221           | 498,481            | 566,421           | 636,321           |
| Per Diem & Other Fees                            | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL PERSONAL SERVICES</b>                   | <b>2,743,619</b>  | <b>2,707,187</b>   | <b>3,100,553</b>  | <b>3,477,253</b>  |
| <b>OTHER SERVICES:</b>                           |                   |                    |                   |                   |
| Utilities  | 0                 | 0                  | 0                 | 0                 |
| Professional Services                            | 50,000            | 48,541             | 50,000            | 50,000            |
| Purchased Services                               | 15,890            | 27,105             | 16,490            | 16,490            |
| Travel   | 20,922            | 22,748             | 21,722            | 21,722            |
| Communications                                   | 1,000             | 233                | 200               | 200               |
| Printing   | 1,722             | 668                | 1,522             | 1,522             |
| Advertising & Promotion                          | 450               | 0                  | 450               | 450               |
| Subscriptions                                    | 2,005             | 68,864             | 235,145           | 235,145           |
| Tuition, Reg., & Membership Dues                 | 27,440            | 31,309             | 27,440            | 27,440            |
| Repairs & Maintenance Services                   | 8,000             | 6,124              | 8,000             | 8,000             |
| Internal Service Fees                            | 85,866            | 78,461             | 114,966           | 117,756           |
| <b>TOTAL OTHER SERVICES</b>                      | <b>213,295</b>    | <b>284,053</b>     | <b>475,935</b>    | <b>478,725</b>    |
| <b>OTHER EXPENSE:</b>                            |                   |                    |                   |                   |
| Supplies and Materials                           | 111,902           | 14,956             | 110,902           | 175,902           |
| Misc. Other Expenses & Payments                  | 0                 | 0                  | 0                 | 0                 |
| Fixed Charges                                    | 24,607            | 17,290             | 22,207            | 22,207            |
| Licenses, Permits, & Fees                        | 97                | 48                 | 97                | 97                |
| Taxes  | 5,000             | 9,600              | 6,000             | 6,000             |
| Grant Contributions & Awards                     | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL OTHER EXPENSE</b>                       | <b>141,606</b>    | <b>41,894</b>      | <b>139,206</b>    | <b>204,206</b>    |
| <b>PENSION, ANNUITY, DEBT, &amp; OTHER COSTS</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>EQUIPMENT, BUILDINGS, &amp; LAND</b>          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>SPECIAL PROJECTS</b>                          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL OPERATING EXPENSE</b>                   | <b>3,098,520</b>  | <b>3,033,134</b>   | <b>3,715,694</b>  | <b>4,160,184</b>  |
| <b>TRANSFERS TO OTHER FUNDS &amp; UNITS:</b>     | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL EXPENSE AND TRANSFERS</b>               | <b>3,098,520</b>  | <b>3,033,134</b>   | <b>3,715,694</b>  | <b>4,160,184</b>  |



# 06 Law–Financial

## Law GSD General Fund

| REVENUE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>PROGRAM REVENUE:</b>                          |                   |                    |                   |                   |
| <b>Charges, Commissions, &amp; Fees</b>          |                   |                    |                   |                   |
| Charges For Current Services                     | 0                 | 45,802             | 70,000            | 55,000            |
| Commissions and Fees                             | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Charges, Commissions, &amp; Fees</b> | <b>0</b>          | <b>45,802</b>      | <b>70,000</b>     | <b>55,000</b>     |
| <b>Other Governments &amp; Agencies</b>          |                   |                    |                   |                   |
| Federal Direct                                   | 0                 | 0                  | 0                 | 0                 |
| Federal Through State                            | 0                 | 0                  | 0                 | 0                 |
| Federal Through Other Pass-Through               | 0                 | 0                  | 0                 | 0                 |
| State Direct                                     | 0                 | 0                  | 0                 | 0                 |
| Other Government Agencies                        | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Governments &amp; Agencies</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>Other Program Revenue</b>                     |                   |                    |                   |                   |
| Contributions and Gifts                          | 0                 | 0                  | 0                 | 0                 |
| Miscellaneous Revenue                            | 0                 | 0                  | 0                 | 0                 |
| Use of Money or Property                         | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Program Revenue</b>            | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL PROGRAM REVENUE</b>                     | <b>0</b>          | <b>45,802</b>      | <b>70,000</b>     | <b>55,000</b>     |
| <b>NON-PROGRAM REVENUE:</b>                      |                   |                    |                   |                   |
| Property Taxes                                   | 65,000            | 78,515             | 70,000            | 90,000            |
| Local Option Sales Tax                           | 0                 | 0                  | 0                 | 0                 |
| Other Taxes, Licenses, & Permits                 | 0                 | 0                  | 0                 | 0                 |
| Fines, Forfeits, & Penalties                     | 0                 | 0                  | 0                 | 0                 |
| Compensation From Property                       | 0                 | 266,923            | 0                 | 0                 |
| <b>TOTAL NON-PROGRAM REVENUE</b>                 | <b>65,000</b>     | <b>345,438</b>     | <b>70,000</b>     | <b>90,000</b>     |
| <b>TRANSFERS FROM OTHER FUNDS AND UNITS:</b>     | <b>1,571,736</b>  | <b>1,588,302</b>   | <b>1,571,736</b>  | <b>1,679,302</b>  |
| <b>TOTAL REVENUE AND TRANSFERS</b>               | <b>1,636,736</b>  | <b>1,979,542</b>   | <b>1,711,736</b>  | <b>1,824,302</b>  |

## 06 Law–Financial

**Reminder:** Some classifications were deleted and new classifications (class number 10000 and above) were added to implement the 2002 Reclassification Study & Pay Plan. Many of the class changes from FY 2001 to FY 2002 were due to implementing that Study.

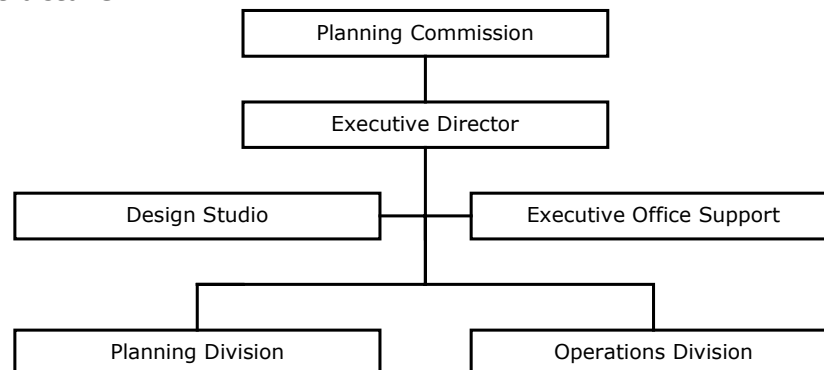
|   |              |      | FY 2001          |                 | FY 2002          |                 | FY 2003          |                 |
|---|--------------|------|------------------|-----------------|------------------|-----------------|------------------|-----------------|
| <u>Class</u>                              | <u>Grade</u> |      | <u>Bud. Pos.</u> | <u>Bud. FTE</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> |
| <b>06 Law Department - GSD Fund 10101</b> |              |      |                  |                 |                  |                 |                  |                 |
| Administrative Assistant 2                | 7241         | SR09 | 3                | 3.0             | 4                | 4.0             | 4                | 4.0             |
| Associate Metropolitan Attorney           | 7192         | SR16 | 2                | 2.0             | 2                | 2.0             | 2                | 2.0             |
| Attorney 1                                | 0480         | SR12 | 6                | 6.0             | 8                | 8.0             | 8                | 8.0             |
| Attorney 2                                | 0630         | SR14 | 2                | 2.0             | 6                | 6.0             | 6                | 6.0             |
| Attorney 3                                | 4674         | SR15 | 11               | 11.0            | 9                | 9.0             | 11               | 11.0            |
| Claims Division Manager                   | 6675         | SR13 | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Claims Representative 1                   | 6674         | SR08 | 1                | 1.0             | 2                | 2.0             | 2                | 2.0             |
| Claims Representative 2                   | 6673         | SR09 | 3                | 3.0             | 2                | 2.0             | 2                | 2.0             |
| Deputy Metropolitan Attorney              | 1496         | SR16 | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Insurance Division Mgr                    | 6581         | SR14 | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Law Clerk                                 | 2867         | SR08 | 3                | 3.0             | 1                | 1.0             | 1                | 1.0             |
| Legal Secretary 1                         | 2870         | SR07 | 4                | 4.0             | 2                | 2.0             | 2                | 2.0             |
| Legal Secretary 2                         | 7322         | SR08 | 2                | 2.0             | 1                | 1.0             | 1                | 1.0             |
| Metropolitan Attorney                     | 3130         | DP03 | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Office Assistant 1                        | 7747         | GS03 | 3                | 3.0             | 0                | 0.0             | 0                | 0.0             |
| Office Support Representative 1           | 0120         | SR04 | 0                | 0.0             | 1                | 1.0             | 1                | 1.0             |
| Paralegal 1                               | 7073         | GS03 | 4                | 4.0             | 0                | 0.0             | 0                | 0.0             |
| Paralegal 2                               | 7343         | SR08 | 2                | 2.0             | 8                | 8.0             | 8                | 8.0             |
| <b>Total Positions &amp; FTE</b>          |              |      | <b>50</b>        | <b>50.0</b>     | <b>50</b>        | <b>50.0</b>     | <b>52</b>        | <b>52.0</b>     |

## 07 Planning–At a Glance



|                                    |  |                           |                           |                |                |                                    |  |  |  |                  |             |             |             |                       |                  |                  |                  |                           |                           |                           |                           |                                |  |  |  |                              |           |           |           |                   |           |           |           |                       |          |               |          |                              |                           |                           |                           |                     |   |   |   |           |               |               |               |                       |                           |                           |                           |  |  |  |
|------------------------------------|--|---------------------------|---------------------------|----------------|----------------|------------------------------------|--|--|--|------------------|-------------|-------------|-------------|-----------------------|------------------|------------------|------------------|---------------------------|---------------------------|---------------------------|---------------------------|--------------------------------|--|--|--|------------------------------|-----------|-----------|-----------|-------------------|-----------|-----------|-----------|-----------------------|----------|---------------|----------|------------------------------|---------------------------|---------------------------|---------------------------|---------------------|---|---|---|-----------|---------------|---------------|---------------|-----------------------|---------------------------|---------------------------|---------------------------|--|--|--|
| <b>Vision</b>                      | To enhance the quality of life for citizens of Metropolitan Nashville-Davidson County through leadership in planning and partnership with the community.   |                           |                           |                |                |                                    |  |  |  |                  |             |             |             |                       |                  |                  |                  |                           |                           |                           |                           |                                |  |  |  |                              |           |           |           |                   |           |           |           |                       |          |               |          |                              |                           |                           |                           |                     |   |   |   |           |               |               |               |                       |                           |                           |                           |  |  |  |
| <b>Mission</b>                     | The mission of the Planning Department is to promote livability and quality growth in Metropolitan Nashville-Davidson County that enhances the built environment, conserves the natural environment, and preserves cultural and historical resources. With this purpose, the Planning Department will: <ul style="list-style-type: none"><li>• Ensure meaningful citizen participation,</li><li>• Promote responsible growth and development,</li><li>• Encourage development that accommodates a variety of lifestyles, housing &amp; transportation alternatives, and employment opportunities,</li><li>• Promote regional cooperation in planning throughout Middle Tennessee, and</li><li>• Serve as an accessible resource for information and technical assistance for residents, neighborhoods, and the business community.</li></ul>   |                           |                           |                |                |                                    |  |  |  |                  |             |             |             |                       |                  |                  |                  |                           |                           |                           |                           |                                |  |  |  |                              |           |           |           |                   |           |           |           |                       |          |               |          |                              |                           |                           |                           |                     |   |   |   |           |               |               |               |                       |                           |                           |                           |  |  |  |
| <b>Budget Summary</b>              | <table><tr><td></td><td><u>2000-01</u></td><td><u>2001-02</u></td><td><u>2002-03</u></td></tr><tr><td><b>Expenditures and Transfers:</b></td><td></td><td></td><td></td></tr><tr><td>GSD General Fund</td><td>\$2,796,527</td><td>\$3,263,771</td><td>\$3,669,010</td></tr><tr><td>Special purpose funds</td><td><u>2,946,600</u></td><td><u>1,725,617</u></td><td><u>1,725,617</u></td></tr><tr><td><b>Total Expenditures</b></td><td><b><u>\$5,743,127</u></b></td><td><b><u>\$4,989,388</u></b></td><td><b><u>\$5,394,627</u></b></td></tr><tr><td><b>Revenues and Transfers:</b></td><td></td><td></td><td></td></tr><tr><td>Charges, Commissions, &amp; Fees</td><td>\$242,416</td><td>\$425,846</td><td>\$216,900</td></tr><tr><td>Other Governments</td><td>2,896,600</td><td>1,675,617</td><td>1,945,674</td></tr><tr><td>Other Program Revenue</td><td><u>0</u></td><td><u>17,250</u></td><td><u>0</u></td></tr><tr><td><b>Total Program Revenue</b></td><td><b><u>\$3,139,016</u></b></td><td><b><u>\$2,170,988</u></b></td><td><b><u>\$2,202,574</u></b></td></tr><tr><td>Non-program Revenue</td><td>0</td><td>0</td><td>0</td></tr><tr><td>Transfers</td><td><u>50,000</u></td><td><u>50,000</u></td><td><u>50,000</u></td></tr><tr><td><b>Total Revenues</b></td><td><b><u>\$3,189,016</u></b></td><td><b><u>\$2,220,988</u></b></td><td><b><u>\$2,252,574</u></b></td></tr></table> |                           | <u>2000-01</u>            | <u>2001-02</u> | <u>2002-03</u> | <b>Expenditures and Transfers:</b> |  |  |  | GSD General Fund | \$2,796,527 | \$3,263,771 | \$3,669,010 | Special purpose funds | <u>2,946,600</u> | <u>1,725,617</u> | <u>1,725,617</u> | <b>Total Expenditures</b> | <b><u>\$5,743,127</u></b> | <b><u>\$4,989,388</u></b> | <b><u>\$5,394,627</u></b> | <b>Revenues and Transfers:</b> |  |  |  | Charges, Commissions, & Fees | \$242,416 | \$425,846 | \$216,900 | Other Governments | 2,896,600 | 1,675,617 | 1,945,674 | Other Program Revenue | <u>0</u> | <u>17,250</u> | <u>0</u> | <b>Total Program Revenue</b> | <b><u>\$3,139,016</u></b> | <b><u>\$2,170,988</u></b> | <b><u>\$2,202,574</u></b> | Non-program Revenue | 0 | 0 | 0 | Transfers | <u>50,000</u> | <u>50,000</u> | <u>50,000</u> | <b>Total Revenues</b> | <b><u>\$3,189,016</u></b> | <b><u>\$2,220,988</u></b> | <b><u>\$2,252,574</u></b> |  |  |  |
|                                    | <u>2000-01</u>   | <u>2001-02</u>            | <u>2002-03</u>            |                |                |                                    |  |  |  |                  |             |             |             |                       |                  |                  |                  |                           |                           |                           |                           |                                |  |  |  |                              |           |           |           |                   |           |           |           |                       |          |               |          |                              |                           |                           |                           |                     |   |   |   |           |               |               |               |                       |                           |                           |                           |  |  |  |
| <b>Expenditures and Transfers:</b> |  |                           |                           |                |                |                                    |  |  |  |                  |             |             |             |                       |                  |                  |                  |                           |                           |                           |                           |                                |  |  |  |                              |           |           |           |                   |           |           |           |                       |          |               |          |                              |                           |                           |                           |                     |   |   |   |           |               |               |               |                       |                           |                           |                           |  |  |  |
| GSD General Fund                   | \$2,796,527  | \$3,263,771               | \$3,669,010               |                |                |                                    |  |  |  |                  |             |             |             |                       |                  |                  |                  |                           |                           |                           |                           |                                |  |  |  |                              |           |           |           |                   |           |           |           |                       |          |               |          |                              |                           |                           |                           |                     |   |   |   |           |               |               |               |                       |                           |                           |                           |  |  |  |
| Special purpose funds              | <u>2,946,600</u>   | <u>1,725,617</u>          | <u>1,725,617</u>          |                |                |                                    |  |  |  |                  |             |             |             |                       |                  |                  |                  |                           |                           |                           |                           |                                |  |  |  |                              |           |           |           |                   |           |           |           |                       |          |               |          |                              |                           |                           |                           |                     |   |   |   |           |               |               |               |                       |                           |                           |                           |  |  |  |
| <b>Total Expenditures</b>          | <b><u>\$5,743,127</u></b>  | <b><u>\$4,989,388</u></b> | <b><u>\$5,394,627</u></b> |                |                |                                    |  |  |  |                  |             |             |             |                       |                  |                  |                  |                           |                           |                           |                           |                                |  |  |  |                              |           |           |           |                   |           |           |           |                       |          |               |          |                              |                           |                           |                           |                     |   |   |   |           |               |               |               |                       |                           |                           |                           |  |  |  |
| <b>Revenues and Transfers:</b>     |  |                           |                           |                |                |                                    |  |  |  |                  |             |             |             |                       |                  |                  |                  |                           |                           |                           |                           |                                |  |  |  |                              |           |           |           |                   |           |           |           |                       |          |               |          |                              |                           |                           |                           |                     |   |   |   |           |               |               |               |                       |                           |                           |                           |  |  |  |
| Charges, Commissions, & Fees       | \$242,416  | \$425,846                 | \$216,900                 |                |                |                                    |  |  |  |                  |             |             |             |                       |                  |                  |                  |                           |                           |                           |                           |                                |  |  |  |                              |           |           |           |                   |           |           |           |                       |          |               |          |                              |                           |                           |                           |                     |   |   |   |           |               |               |               |                       |                           |                           |                           |  |  |  |
| Other Governments                  | 2,896,600  | 1,675,617                 | 1,945,674                 |                |                |                                    |  |  |  |                  |             |             |             |                       |                  |                  |                  |                           |                           |                           |                           |                                |  |  |  |                              |           |           |           |                   |           |           |           |                       |          |               |          |                              |                           |                           |                           |                     |   |   |   |           |               |               |               |                       |                           |                           |                           |  |  |  |
| Other Program Revenue              | <u>0</u>   | <u>17,250</u>             | <u>0</u>                  |                |                |                                    |  |  |  |                  |             |             |             |                       |                  |                  |                  |                           |                           |                           |                           |                                |  |  |  |                              |           |           |           |                   |           |           |           |                       |          |               |          |                              |                           |                           |                           |                     |   |   |   |           |               |               |               |                       |                           |                           |                           |  |  |  |
| <b>Total Program Revenue</b>       | <b><u>\$3,139,016</u></b>  | <b><u>\$2,170,988</u></b> | <b><u>\$2,202,574</u></b> |                |                |                                    |  |  |  |                  |             |             |             |                       |                  |                  |                  |                           |                           |                           |                           |                                |  |  |  |                              |           |           |           |                   |           |           |           |                       |          |               |          |                              |                           |                           |                           |                     |   |   |   |           |               |               |               |                       |                           |                           |                           |  |  |  |
| Non-program Revenue                | 0  | 0                         | 0                         |                |                |                                    |  |  |  |                  |             |             |             |                       |                  |                  |                  |                           |                           |                           |                           |                                |  |  |  |                              |           |           |           |                   |           |           |           |                       |          |               |          |                              |                           |                           |                           |                     |   |   |   |           |               |               |               |                       |                           |                           |                           |  |  |  |
| Transfers                          | <u>50,000</u>  | <u>50,000</u>             | <u>50,000</u>             |                |                |                                    |  |  |  |                  |             |             |             |                       |                  |                  |                  |                           |                           |                           |                           |                                |  |  |  |                              |           |           |           |                   |           |           |           |                       |          |               |          |                              |                           |                           |                           |                     |   |   |   |           |               |               |               |                       |                           |                           |                           |  |  |  |
| <b>Total Revenues</b>              | <b><u>\$3,189,016</u></b>  | <b><u>\$2,220,988</u></b> | <b><u>\$2,252,574</u></b> |                |                |                                    |  |  |  |                  |             |             |             |                       |                  |                  |                  |                           |                           |                           |                           |                                |  |  |  |                              |           |           |           |                   |           |           |           |                       |          |               |          |                              |                           |                           |                           |                     |   |   |   |           |               |               |               |                       |                           |                           |                           |  |  |  |
| <b>Positions</b>                   | Total Budgeted Positions   | 30                        | 52                        | 57             |                |                                    |  |  |  |                  |             |             |             |                       |                  |                  |                  |                           |                           |                           |                           |                                |  |  |  |                              |           |           |           |                   |           |           |           |                       |          |               |          |                              |                           |                           |                           |                     |   |   |   |           |               |               |               |                       |                           |                           |                           |  |  |  |
| <b>Contacts</b>                    | Director of Planning: Richard Bernhardt      email: rick.bernhardt@nashville.gov<br>Financial Manager: Jeff Lawrence      email: jeff.lawrence@nashville.gov<br><br>730 2 <sup>nd</sup> Avenue South 37210      Phone: 862-7173      FAX: 880-2450   |                           |                           |                |                |                                    |  |  |  |                  |             |             |             |                       |                  |                  |                  |                           |                           |                           |                           |                                |  |  |  |                              |           |           |           |                   |           |           |           |                       |          |               |          |                              |                           |                           |                           |                     |   |   |   |           |               |               |               |                       |                           |                           |                           |  |  |  |

### Organizational Structure



# 07 Planning–At a Glance

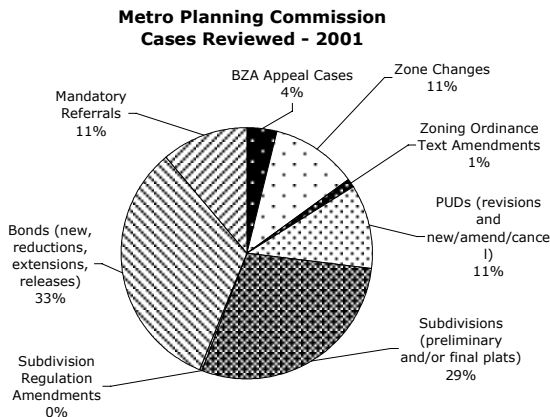
## Budget Highlights FY 2003

|   |                  |
|---|------------------|
| • Position reclassifications and promotions   | \$283,300        |
| • Pay Plan/Benefit adjustments  | 104,400          |
| • Non-recurring Consultant fees for special planning and design studies as related to the preparation and implementation of subarea and neighborhood design plans | 80,000           |
| • Flight Services for the Commission and Council aerial photographs   | 14,000           |
| • Fleet Management Consolidation net adjustment   | -3,181           |
| • Information System billings   | -59,480          |
| • Telecommunications  | -13,800          |
| <b>Total</b>  | <b>\$405,239</b> |

## Overview

### DESIGN STUDIO

Design Studio prepares and oversees urban design elements of the planning departments work program. The Studio prepares design regulations, guidelines, maps, illustrations, brochures and presentations that further the betterment of design and design awareness in the community. It provides staffing assistance to the Nashville civic design center and promotes and assists with the promulgation of urban design programs where needed within Metropolitan Government and the community at large.



### EXECUTIVE OFFICE SUPPORT

The Executive Office Support prepares and oversees the execution of the department work program including specification of urban design elements. This division also promotes and assists in the promulgation of urban design programs in Davidson County.

### PLANNING DIVISION

The Planning Division serves as the professional staff for the Metropolitan Planning Commission. It processes and

reviews applications for zone changes, planned unit developments, mandatory referrals and subdivisions for consistency with adopted planning policies and conformance with regulations. It is responsible for coordinating these reviews with other Metropolitan Government agencies.



This division also provides technical support to the Metropolitan Council on zoning, planned unit development and mandatory referral matters. The division is also responsible for assisting in the creation, maintenance and implementation of community plans.

**Advance Planning Research Fund** is a special fund that provides funding for the long range planning and coordination of roadway and transit projects for the 5 county Metropolitan Planning Organization (MPO). Special transportation studies are also provided as approved in the Unified Work Program.

**Top Grant** provides funding from the U.S. Department of Commerce to integrate the World Wide Web, Geographic Information Systems (GIS), demographic databases, translation software and photo realistic technologies to provide a citizen friendly system to share government information.

### OPERATIONS DIVISION

The Operations Division prepares, administers and monitors the departmental operating budget. It is responsible for administering departmental and Civil Service rules and policies, coordinating purchasing and training and provides administrative support functions such as payroll to the department.

This division is also responsible for preparing the recommended Capital Improvements Budget (CIB).

The division performs statistical analysis and research that is the basis for land use and other governmental decisions. It also maintains the property maps for the Metropolitan Government and the Geographic Information System.

# 07 Planning–Performance



| Objectives   | Performance Measures  | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|---|-------------------|--------------------|-------------------|-------------------|
| <b>EXECUTIVE OFFICE SUPPORT</b>  |   |                   |                    |                   |                   |
| 1. Prepare regulatory amendments.  | a. Number of prepared subdivision regulation amendments for consideration by June 30  | 2                 | 2                  | 1                 | 3                 |
|  | b. Number of Zoning Code amendments researched and prepared for consideration by June 30  | 2                 | 2                  | 0                 | 3                 |
| 2. Improve opportunities for coordination of development and infrastructure through comprehensive development monitoring techniques.   | a. Number of standards evaluated for traffic impact studies in rural settings   | na                | na                 | na                | 1                 |
|  | b. Number of transportation demand modeling capabilities developed for proposed developments  | na                | na                 | na                | 1                 |
| <b>PLANNING DIVISION</b>   |   |                   |                    |                   |                   |
| 1. Efficiently plan for the areas in town where the need is the greatest.  | a. Number of priority system for community plans project selection developed  | na                | na                 | na                | 1                 |
|  | b. Number of community structure plans developed  | na                | na                 | 1                 | 1                 |
|  | c. Number of detailed neighborhood design plans developed   | na                | na                 | 5                 | 6                 |
| 2. Encourage use of existing infrastructure capacity to accommodate growth.  | a. Number of regulatory incentives for urban infill development proposed  | na                | na                 | na                | 1                 |
|  | b. Number of regulations evaluated that may create barriers to infill development   | na                | na                 | na                | 1                 |
| 3. Process all complete and correct development applications and mandatory referrals.  | a. Number of Council zone changes and text amendments   | 150               | 164                | 250               | 250               |
|  | b. Number of recommendations to Commission on all zone change requests, text amendments, Planned Unit Developments (PUD's), and subdivision plats | 650               | 674                | 659               | 700               |
|  | c. Number of public notices for public hearings and commission agenda items   | na                | na                 | na                | 14,500            |
| <b>Top Grant</b>   |   |                   |                    |                   |                   |
| 1. Integrate the World Wide Web, GIS, demographic database, translation software, and photo realistic technologies to develop a citizen friendly system to share government information. | a. Number of acquisitions of translation software for Metro's web pages   | na                | na                 | na                | 1                 |
|  | b. Number of systems developed to compare various developments for consistency with objectives developed in the planning process                  | na                | na                 | na                | 1                 |

# 07 Planning–Performance



| Objectives  | Performance Measures  | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|---|---|-------------------|--------------------|-------------------|-------------------|
| <b>APR Fund</b>   |   |                   |                    |                   |                   |
| 1. Maximize the MPO's allotment of federal transportation funds and ensure that all federal eligibility guidelines are met.                       | a. Number of three-year Transportation Improvement Programs assembled and maintained that budget available federal funds for various improvements to existing facilities and new projects                         | na                | na                 | na                | 1                 |
|   | b. Number of existing Long Range Transportation Plans validated   | na                | na                 | na                | 1                 |
|   | c. Number of annual Unified Planning Work Programs developed and implemented which describe the ongoing transportation planning activities and special studies to be conducted by the MPO during the current year | na                | na                 | na                | 1                 |
| <b>OPERATIONS DIVISION</b>  |   |                   |                    |                   |                   |
| 1. Prepare a Capital Improvements Budget Recommendation that prioritizes the use of Metro's resources in the most effective and efficient manner. | a. Number of ranking systems developed that score submittals against an established set of general principles   | na                | na                 | 1                 | 1                 |
|   | b. Number of Capital Improvements Budgets completed by April 30   | 1                 | 1                  | 1                 | 1                 |
| 2. Prepare demographic forecast of public school students and total population.   | a. Number of sets of high school cluster specific student generation rates and student forecasts for a 5 year period created  | na                | na                 | 11                | 11                |
|   | b. Number of methodologies produced for preparing annual population estimates and 10 year total population forecasts  | na                | na                 | 2                 | 1                 |
| 3. Maintain an accurate and complete database of property in Metro GIS for efficient and effective tax appraisal and general analytical uses.     | a. Number of property transfers logged in system according to Assessor of Property's mandate  | na                | na                 | 22,000            | 23,000            |
|   | b. Number of areas reviewed for positional accuracy   | na                | na                 | 1                 | 6                 |
|   | c. Number of plans instituted for updating photo library and changes to built environment annually  | na                | na                 | na                | 2                 |

# 07 Planning–Financial



## Planning Commission GSD General Fund

| EXPENSE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>OPERATING EXPENSE:</b>                        |                   |                    |                   |                   |
| <b>PERSONAL SERVICES:</b>                        |                   |                    |                   |                   |
| Salary Expense                                   | 1,868,562         | 1,759,644          | 2,009,524         | 2,327,324         |
| Fringe Benefits                                  | 468,693           | 414,231            | 481,567           | 551,467           |
| Per Diem & Other Fees                            | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL PERSONAL SERVICES</b>                   | <b>2,337,255</b>  | <b>2,173,875</b>   | <b>2,491,091</b>  | <b>2,878,791</b>  |
| <b>OTHER SERVICES:</b>                           |                   |                    |                   |                   |
| Utilities  | 1,000             | 857                | 0                 | 0                 |
| Professional Services                            | 84,830            | 74,849             | 61,972            | 141,972           |
| Purchased Services                               | 37,370            | 27,530             | 38,750            | 52,750            |
| Travel   | 40,303            | 37,641             | 48,500            | 48,500            |
| Communications                                   | 15,500            | 14,694             | 18,000            | 18,000            |
| Printing   | 28,500            | 20,716             | 33,000            | 33,000            |
| Advertising & Promotion                          | 15,000            | 12,406             | 17,500            | 17,500            |
| Subscriptions                                    | 501               | 590                | 1,000             | 1,000             |
| Tuition, Reg., & Membership Dues                 | 18,500            | 17,329             | 18,500            | 18,500            |
| Repairs & Maintenance Services                   | 35,000            | 21,333             | 40,000            | 40,000            |
| Internal Service Fees                            | 115,413           | 94,467             | 394,908           | 318,447           |
| <b>TOTAL OTHER SERVICES</b>                      | <b>391,917</b>    | <b>322,412</b>     | <b>672,130</b>    | <b>689,669</b>    |
| <b>OTHER EXPENSE:</b>                            |                   |                    |                   |                   |
| Supplies and Materials                           | 39,600            | 30,035             | 72,500            | 72,500            |
| Misc. Other Expenses & Payments                  | 0                 | 20                 | 0                 | 0                 |
| Fixed Charges                                    | 720               | 0                  | 1,000             | 1,000             |
| Licenses, Permits, & Fees                        | 27,035            | 29,683             | 27,050            | 27,050            |
| Taxes  | 0                 | 0                  | 0                 | 0                 |
| Grant Contributions & Awards                     | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL OTHER EXPENSE</b>                       | <b>67,355</b>     | <b>59,738</b>      | <b>100,550</b>    | <b>100,550</b>    |
| <b>PENSION, ANNUITY, DEBT, &amp; OTHER COSTS</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>EQUIPMENT, BUILDINGS, &amp; LAND</b>          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>SPECIAL PROJECTS</b>                          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL OPERATING EXPENSE</b>                   | <b>2,796,527</b>  | <b>2,556,025</b>   | <b>3,263,771</b>  | <b>3,669,010</b>  |
| <b>TRANSFERS TO OTHER FUNDS &amp; UNITS:</b>     | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL EXPENSE AND TRANSFERS</b>               | <b>2,796,527</b>  | <b>2,556,025</b>   | <b>3,263,771</b>  | <b>3,669,010</b>  |

# 07 Planning–Financial



## Planning Commission GSD General Fund

|  | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>REVENUE AND TRANSFERS</b>                     |                   |                    |                   |                   |
| <b>PROGRAM REVENUE:</b>                          |                   |                    |                   |                   |
| <b>Charges, Commissions, &amp; Fees</b>          |                   |                    |                   |                   |
| Charges For Current Services                     | 242,416           | 221,718            | 425,846           | 216,900           |
| Commissions and Fees                             | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Charges, Commissions, &amp; Fees</b> | <b>242,416</b>    | <b>221,718</b>     | <b>425,846</b>    | <b>216,900</b>    |
| <b>Other Governments &amp; Agencies</b>          |                   |                    |                   |                   |
| Federal Direct                                   | 0                 | 0                  | 0                 | 0                 |
| Federal Through State                            | 0                 | 0                  | 0                 | 0                 |
| Federal Through Other Pass-Through               | 0                 | 0                  | 0                 | 0                 |
| State Direct                                     | 0                 | 0                  | 0                 | 0                 |
| Other Government Agencies                        | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Governments &amp; Agencies</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>Other Program Revenue</b>                     |                   |                    |                   |                   |
| Contributions and Gifts                          | 0                 | 0                  | 0                 | 0                 |
| Miscellaneous Revenue                            | 0                 | 0                  | 75                | 100               |
| Use of Money or Property                         | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Program Revenue</b>            | <b>0</b>          | <b>0</b>           | <b>75</b>         | <b>100</b>        |
| <b>TOTAL PROGRAM REVENUE</b>                     | <b>242,416</b>    | <b>221,718</b>     | <b>425,921</b>    | <b>217,000</b>    |
| <b>NON-PROGRAM REVENUE:</b>                      |                   |                    |                   |                   |
| Property Taxes                                   | 0                 | 0                  | 0                 | 0                 |
| Local Option Sales Tax                           | 0                 | 0                  | 0                 | 0                 |
| Other Taxes, Licenses, & Permits                 | 0                 | 0                  | 0                 | 0                 |
| Fines, Forfeits, & Penalties                     | 0                 | 0                  | 0                 | 0                 |
| Compensation From Property                       | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL NON-PROGRAM REVENUE</b>                 | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TRANSFERS FROM OTHER FUNDS AND UNITS:</b>     | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL REVENUE AND TRANSFERS</b>               | <b>242,416</b>    | <b>221,718</b>     | <b>425,921</b>    | <b>217,000</b>    |



# 07 Planning–Financial



## Planning Commission Special Purpose Funds

| EXPENSE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>OPERATING EXPENSE:</b>                        |                   |                    |                   |                   |
| <b>PERSONAL SERVICES:</b>                        |                   |                    |                   |                   |
| Salary Expense                                   | 155,706           | 135,884            | 278,242           | 278,242           |
| Fringe Benefits                                  | 27,744            | 27,667             | 65,810            | 65,810            |
| Per Diem & Other Fees                            | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL PERSONAL SERVICES</b>                   | <b>183,450</b>    | <b>163,551</b>     | <b>344,052</b>    | <b>344,052</b>    |
| <b>OTHER SERVICES:</b>                           |                   |                    |                   |                   |
| Utilities  | 0                 | 0                  | 0                 | 0                 |
| Professional Services                            | 1,598,840         | 701,002            | 1,135,090         | 1,135,090         |
| Purchased Services                               | 923,000           | 0                  | 0                 | 0                 |
| Travel   | 12,260            | 1,264              | 8,260             | 8,260             |
| Communications                                   | 17,100            | 915                | 17,600            | 17,600            |
| Printing   | 3,000             | 12,917             | 2,000             | 2,000             |
| Advertising & Promotion                          | 4,000             | 11,420             | 6,000             | 6,000             |
| Subscriptions                                    | 0                 | 0                  | 0                 | 0                 |
| Tuition, Reg., & Membership Dues                 | 4,000             | 1,272              | 8,000             | 8,000             |
| Repairs & Maintenance Services                   | 0                 | 0                  | 0                 | 0                 |
| Internal Service Fees                            | 15,300            | 1,134              | 15,900            | 15,900            |
| <b>TOTAL OTHER SERVICES</b>                      | <b>2,577,500</b>  | <b>729,924</b>     | <b>1,192,850</b>  | <b>1,192,850</b>  |
| <b>OTHER EXPENSE:</b>                            |                   |                    |                   |                   |
| Supplies and Materials                           | 41,300            | 48,996             | 39,365            | 39,365            |
| Misc. Other Expenses & Payments                  | 0                 | 0                  | 0                 | 0                 |
| Fixed Charges                                    | 0                 | 76                 | 0                 | 0                 |
| Licenses, Permits, & Fees                        | 15,850            | 0                  | 15,850            | 15,850            |
| Taxes  | 0                 | 0                  | 0                 | 0                 |
| Grant Contributions & Awards                     | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL OTHER EXPENSE</b>                       | <b>57,150</b>     | <b>49,072</b>      | <b>55,215</b>     | <b>55,215</b>     |
| <b>PENSION, ANNUITY, DEBT, &amp; OTHER COSTS</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>EQUIPMENT, BUILDINGS, &amp; LAND</b>          | <b>128,500</b>    | <b>0</b>           | <b>133,500</b>    | <b>133,500</b>    |
| <b>SPECIAL PROJECTS</b>                          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL OPERATING EXPENSE</b>                   | <b>2,946,600</b>  | <b>942,547</b>     | <b>1,725,617</b>  | <b>1,725,617</b>  |
| <b>TRANSFERS TO OTHER FUNDS &amp; UNITS:</b>     | <b>0</b>          | <b>5,678</b>       | <b>0</b>          | <b>0</b>          |
| <b>TOTAL EXPENSE AND TRANSFERS</b>               | <b>2,946,600</b>  | <b>948,225</b>     | <b>1,725,617</b>  | <b>1,725,617</b>  |

# 07 Planning–Financial



## Planning Commission Special Purpose Funds

|  | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>REVENUE AND TRANSFERS</b>                     |                   |                    |                   |                   |
| <b>PROGRAM REVENUE:</b>                          |                   |                    |                   |                   |
| <b>Charges, Commissions, &amp; Fees</b>          |                   |                    |                   |                   |
| Charges For Current Services                     | 0                 | 54,298             | 52,200            | 39,900            |
| Commissions and Fees                             | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Charges, Commissions, &amp; Fees</b> | <b>0</b>          | <b>54,298</b>      | <b>52,200</b>     | <b>39,900</b>     |
| <b>Other Governments &amp; Agencies</b>          |                   |                    |                   |                   |
| Federal Direct                                   | 424,000           | 61,510             | 424,000           | 250,000           |
| Federal Through State                            | 2,472,600         | 740,988            | 1,251,617         | 1,695,674         |
| Federal Through Other Pass-Through               | 0                 | 0                  | 0                 | 0                 |
| State Direct                                     | 0                 | 0                  | 0                 | 0                 |
| Other Government Agencies                        | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Governments &amp; Agencies</b> | <b>2,896,600</b>  | <b>802,498</b>     | <b>1,675,617</b>  | <b>1,945,674</b>  |
| <b>Other Program Revenue</b>                     |                   |                    |                   |                   |
| Contributions and Gifts                          | 0                 | 37,033             | 0                 | 0                 |
| Miscellaneous Revenue                            | 0                 | 0                  | 0                 | 0                 |
| Use of Money or Property                         | 0                 | 20,161             | 17,250            | 0                 |
| <b>Subtotal Other Program Revenue</b>            | <b>0</b>          | <b>57,194</b>      | <b>17,250</b>     | <b>0</b>          |
| <b>TOTAL PROGRAM REVENUE</b>                     | <b>2,896,600</b>  | <b>913,990</b>     | <b>1,745,067</b>  | <b>1,985,574</b>  |
| <b>NON-PROGRAM REVENUE:</b>                      |                   |                    |                   |                   |
| Property Taxes                                   | 0                 | 0                  | 0                 | 0                 |
| Local Option Sales Tax                           | 0                 | 0                  | 0                 | 0                 |
| Other Taxes, Licenses, & Permits                 | 0                 | 0                  | 0                 | 0                 |
| Fines, Forfeits, & Penalties                     | 0                 | 0                  | 0                 | 0                 |
| Compensation From Property                       | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL NON-PROGRAM REVENUE</b>                 | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TRANSFERS FROM OTHER FUNDS AND UNITS:</b>     | <b>50,000</b>     | <b>124,157</b>     | <b>50,000</b>     | <b>50,000</b>     |
| <b>TOTAL REVENUE AND TRANSFERS</b>               | <b>2,946,600</b>  | <b>1,038,147</b>   | <b>1,795,067</b>  | <b>2,035,574</b>  |

# 07 Planning–Financial



**Reminder:** Some classifications were deleted and new classifications (class number 10000 and above) were added to implement the 2002 Reclassification Study & Pay Plan. Many of the class changes from FY 2001 to FY 2002 were due to implementing that Study.

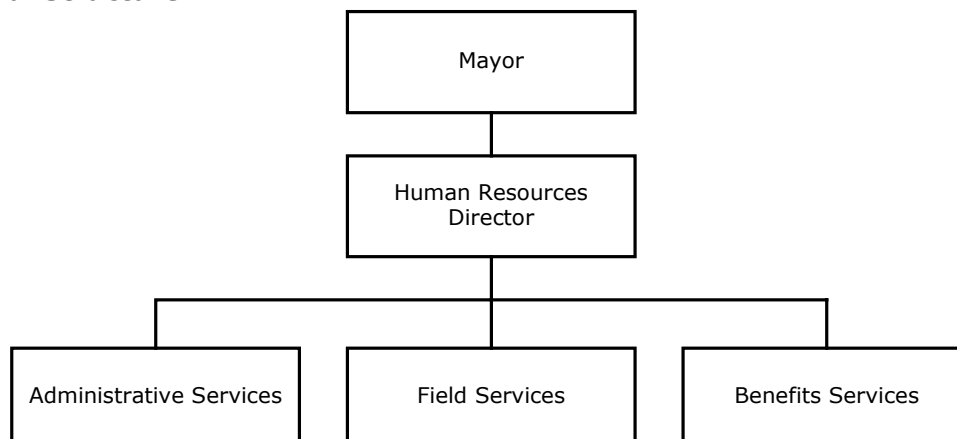
|  |              |              | FY 2001          |                 | FY 2002          |                 | FY 2003          |                 |
|--|--------------|--------------|------------------|-----------------|------------------|-----------------|------------------|-----------------|
|  | <u>Class</u> | <u>Grade</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> |
| <b>07 Planning Commission - GSD Fund 10101</b> |              |              |                  |                 |                  |                 |                  |                 |
| Accounting Associate                           | 6105         | GS06         | 1                | 1.0             | 0                | 0.0             | 0                | 0.0             |
| Admin Asst -1                                  | 7241         | SR09         | 0                | 0.0             | 1                | 1.0             | 1                | 1.0             |
| Admin Services Officer 1                       | 2660         | SR06         | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| CAD/GIS Analyst 2                              | 7730         | SR10         | 0                | 0.0             | 0                | 0.0             | 1                | 1.0             |
| CAD/GIS Analyst I                              | 7729         | SR09         | 0                | 0.0             | 0                | 0.0             | 1                | 1.0             |
| Customer Service Rep 3                         | 7284         | GS05         | 1                | 1.0             | 0                | 0.0             | 0                | 0.0             |
| Finance Officer 1                              | 10150        | SR08         | 0                | 0.0             | 1                | 1.0             | 1                | 1.0             |
| GIS Manager                                    | 6968         | SR14         | 0                | 0.0             | 1                | 1.0             | 1                | 1.0             |
| Office Assistant 3                             | 7749         | GS05         | 2                | 2.0             | 0                | 0.0             | 0                | 0.0             |
| Office Support Rep 1                           | 10120        | SR04         | 0                | 0.0             | 1                | 1.0             | 1                | 1.0             |
| Office Support Rep 2                           | 10122        | SR05         | 0                | 0.0             | 2                | 2.0             | 2                | 2.0             |
| Office Support Rep 3                           | 10122        | SR06         | 0                | 0.0             | 2                | 2.0             | 2                | 2.0             |
| Office Support Specialist 1                    | 10123        | SR07         | 0                | 0.0             | 2                | 2.0             | 2                | 2.0             |
| Office Support Specialist 2                    | 10124        | SR08         | 0                | 0.0             | 1                | 1.0             | 1                | 1.0             |
| Plan Asst Exec Dir/Oper                        | 10128        | SR15         | 0                | 0.0             | 1                | 1.0             | 1                | 1.0             |
| Plan Asst Exec Dir/Proj Mgmt                   | 10160        | SR15         | 0                | 0.0             | 1                | 1.0             | 1                | 1.0             |
| Planner 1                                      | 6860         | SR10         | 7                | 7.0             | 6                | 6.0             | 9                | 9.0             |
| Planner 2                                      | 6862         | SR12         | 7                | 7.0             | 7                | 7.0             | 8                | 8.0             |
| Planner 3                                      | 6861         | SR13         | 5                | 5.0             | 4                | 4.0             | 5                | 5.0             |
| Planning Asst. Exec Dir                        | 0410         | GS14         | 1                | 1.0             | 0                | 0.0             | 0                | 0.0             |
| Planning Division Mgr                          | 6863         | SR14         | 2                | 2.0             | 2                | 2.0             | 2                | 2.0             |
| Planning Exec Director                         | 1940         | DP03         | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Planning Technician 1                          | 6864         | SR07         | 10               | 10.0            | 5                | 5.0             | 4                | 4.0             |
| Planning Technician 2                          | 6866         | SR08         | 5                | 5.0             | 4                | 4.0             | 4                | 4.0             |
| Planning Technician 3                          | 6865         | SR09         | 1                | 1.0             | 3                | 3.0             | 2                | 2.0             |
| Secretary 2                                    | 6146         | GS06         | 1                | 1.0             | 0                | 0.0             | 0                | 0.0             |
| Secretary 3                                    | 7398         | GS07         | 1                | 1.0             | 0                | 0.0             | 0                | 0.0             |
| <b>Total Positions &amp; FTE</b>               |              |              | <b>27</b>        | <b>27.0</b>     | <b>46</b>        | <b>46.0</b>     | <b>51</b>        | <b>51.0</b>     |
| <b>07 Planning Commission - APR Fund 30702</b> |              |              |                  |                 |                  |                 |                  |                 |
| Office Support Rep III                         | 10122        | SR06         | 0                | 0.0             | 1                | 1.0             | 1                | 1.0             |
| Planner 1                                      | 6860         | SR10         | 2                | 2.0             | 1                | 1.0             | 1                | 1.0             |
| Planner 2                                      | 6862         | SR12         | 0                | 0.0             | 3                | 3.0             | 3                | 3.0             |
| Planner 3                                      | 6861         | SR13         | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| <b>Total Positions &amp; FTE</b>               |              |              | <b>3</b>         | <b>3.0</b>      | <b>6</b>         | <b>6.0</b>      | <b>6</b>         | <b>6.0</b>      |

# O8 Human Resources–At a Glance



| <b>Vision</b>                      | The first choice for community leaders, employees, managers and retirees seeking accurate, timely and helpful information.  |                           |                           |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |        |       |       |                       |   |   |   |                              |                 |                |                |                     |   |   |   |           |   |           |           |                       |                        |                           |                           |  |  |  |
|------------------------------------|---|---------------------------|---------------------------|----------------|----------------|------------------------------------|--|--|--|------------------|-------------|-------------|-------------|-----------------------|---|---|---|---------------------------|---------------------------|---------------------------|---------------------------|--------------------------------|--|--|--|------------------------------|-----|-----|-----|-------------------|--------|-------|-------|-----------------------|---|---|---|------------------------------|-----------------|----------------|----------------|---------------------|---|---|---|-----------|---|-----------|-----------|-----------------------|------------------------|---------------------------|---------------------------|--|--|--|
| <b>Mission</b>                     | To provide personnel services to operating departments; and to administer the Civil Service program as established by the Civil Service Commission to facilitate the effective operation of the Metropolitan Government. To administer the benefits system for all employees including classified employees at the Board of Education.  |                           |                           |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |        |       |       |                       |   |   |   |                              |                 |                |                |                     |   |   |   |           |   |           |           |                       |                        |                           |                           |  |  |  |
| <b>Budget Summary</b>              | <table><thead><tr><th></th><th><u>2000-01</u></th><th><u>2001-02</u></th><th><u>2002-03</u></th></tr></thead><tbody><tr><td><b>Expenditures and Transfers:</b></td><td></td><td></td><td></td></tr><tr><td>GSD General Fund</td><td>\$2,061,873</td><td>\$3,893,538</td><td>\$4,328,989</td></tr><tr><td>Special purpose funds</td><td>0</td><td>0</td><td>0</td></tr><tr><td><b>Total Expenditures</b></td><td><u><b>\$2,061,873</b></u></td><td><u><b>\$3,893,538</b></u></td><td><u><b>\$4,328,989</b></u></td></tr><tr><td><b>Revenues and Transfers:</b></td><td></td><td></td><td></td></tr><tr><td>Charges, Commissions, &amp; Fees</td><td>\$0</td><td>\$0</td><td>\$0</td></tr><tr><td>Other Governments</td><td>13,000</td><td>8,000</td><td>6,000</td></tr><tr><td>Other Program Revenue</td><td>0</td><td>0</td><td>0</td></tr><tr><td><b>Total Program Revenue</b></td><td><b>\$13,000</b></td><td><b>\$8,000</b></td><td><b>\$6,000</b></td></tr><tr><td>Non-program Revenue</td><td>0</td><td>0</td><td>0</td></tr><tr><td>Transfers</td><td>0</td><td>1,360,630</td><td>1,013,952</td></tr><tr><td><b>Total Revenues</b></td><td><u><b>\$13,000</b></u></td><td><u><b>\$1,368,630</b></u></td><td><u><b>\$1,019,952</b></u></td></tr></tbody></table> |                           | <u>2000-01</u>            | <u>2001-02</u> | <u>2002-03</u> | <b>Expenditures and Transfers:</b> |  |  |  | GSD General Fund | \$2,061,873 | \$3,893,538 | \$4,328,989 | Special purpose funds | 0 | 0 | 0 | <b>Total Expenditures</b> | <u><b>\$2,061,873</b></u> | <u><b>\$3,893,538</b></u> | <u><b>\$4,328,989</b></u> | <b>Revenues and Transfers:</b> |  |  |  | Charges, Commissions, & Fees | \$0 | \$0 | \$0 | Other Governments | 13,000 | 8,000 | 6,000 | Other Program Revenue | 0 | 0 | 0 | <b>Total Program Revenue</b> | <b>\$13,000</b> | <b>\$8,000</b> | <b>\$6,000</b> | Non-program Revenue | 0 | 0 | 0 | Transfers | 0 | 1,360,630 | 1,013,952 | <b>Total Revenues</b> | <u><b>\$13,000</b></u> | <u><b>\$1,368,630</b></u> | <u><b>\$1,019,952</b></u> |  |  |  |
|                                    | <u>2000-01</u>  | <u>2001-02</u>            | <u>2002-03</u>            |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |        |       |       |                       |   |   |   |                              |                 |                |                |                     |   |   |   |           |   |           |           |                       |                        |                           |                           |  |  |  |
| <b>Expenditures and Transfers:</b> |   |                           |                           |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |        |       |       |                       |   |   |   |                              |                 |                |                |                     |   |   |   |           |   |           |           |                       |                        |                           |                           |  |  |  |
| GSD General Fund                   | \$2,061,873   | \$3,893,538               | \$4,328,989               |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |        |       |       |                       |   |   |   |                              |                 |                |                |                     |   |   |   |           |   |           |           |                       |                        |                           |                           |  |  |  |
| Special purpose funds              | 0   | 0                         | 0                         |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |        |       |       |                       |   |   |   |                              |                 |                |                |                     |   |   |   |           |   |           |           |                       |                        |                           |                           |  |  |  |
| <b>Total Expenditures</b>          | <u><b>\$2,061,873</b></u>   | <u><b>\$3,893,538</b></u> | <u><b>\$4,328,989</b></u> |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |        |       |       |                       |   |   |   |                              |                 |                |                |                     |   |   |   |           |   |           |           |                       |                        |                           |                           |  |  |  |
| <b>Revenues and Transfers:</b>     |   |                           |                           |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |        |       |       |                       |   |   |   |                              |                 |                |                |                     |   |   |   |           |   |           |           |                       |                        |                           |                           |  |  |  |
| Charges, Commissions, & Fees       | \$0   | \$0                       | \$0                       |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |        |       |       |                       |   |   |   |                              |                 |                |                |                     |   |   |   |           |   |           |           |                       |                        |                           |                           |  |  |  |
| Other Governments                  | 13,000  | 8,000                     | 6,000                     |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |        |       |       |                       |   |   |   |                              |                 |                |                |                     |   |   |   |           |   |           |           |                       |                        |                           |                           |  |  |  |
| Other Program Revenue              | 0   | 0                         | 0                         |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |        |       |       |                       |   |   |   |                              |                 |                |                |                     |   |   |   |           |   |           |           |                       |                        |                           |                           |  |  |  |
| <b>Total Program Revenue</b>       | <b>\$13,000</b>   | <b>\$8,000</b>            | <b>\$6,000</b>            |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |        |       |       |                       |   |   |   |                              |                 |                |                |                     |   |   |   |           |   |           |           |                       |                        |                           |                           |  |  |  |
| Non-program Revenue                | 0   | 0                         | 0                         |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |        |       |       |                       |   |   |   |                              |                 |                |                |                     |   |   |   |           |   |           |           |                       |                        |                           |                           |  |  |  |
| Transfers                          | 0   | 1,360,630                 | 1,013,952                 |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |        |       |       |                       |   |   |   |                              |                 |                |                |                     |   |   |   |           |   |           |           |                       |                        |                           |                           |  |  |  |
| <b>Total Revenues</b>              | <u><b>\$13,000</b></u>  | <u><b>\$1,368,630</b></u> | <u><b>\$1,019,952</b></u> |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |        |       |       |                       |   |   |   |                              |                 |                |                |                     |   |   |   |           |   |           |           |                       |                        |                           |                           |  |  |  |
| <b>Positions</b>                   | Total Budgeted Positions  | 36                        | 61                        | 63             |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |        |       |       |                       |   |   |   |                              |                 |                |                |                     |   |   |   |           |   |           |           |                       |                        |                           |                           |  |  |  |
| <b>Contacts</b>                    | Director of Human Resources: John Kennedy (Acting) email: jkennedy@nashville.gov<br>Financial Manager: Susan Brumfield email: susan.brumfield@nashville.gov<br><br>Suite 200, 222 Building 37201 Phone: 862-6650 FAX: 862-6654  |                           |                           |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |        |       |       |                       |   |   |   |                              |                 |                |                |                     |   |   |   |           |   |           |           |                       |                        |                           |                           |  |  |  |

## Organizational Structure



# 08 Human Resources–At a Glance



## Budget Highlights FY 2003

|  |                  |
|--|------------------|
| • Pay Plan/Benefit adjustments   | \$145,900        |
| • Postal Services rates increase   | 5,000            |
| • Fleet Management Consolidation net adjustment  | -3,489           |
| • Information Systems billings   | -33,360          |
| • Telecommunication net adjustment   | -8,600           |
| • Add Human Resource Analyst 3 to develop and distribute materials to employees regarding new benefits | *60,000          |
| • Add Human Resource Analyst 1 to handle pension applications  | *45,000          |
| • Printing and binding for comprehensive communication package for new health benefits (non-recurring) | *200,000         |
| • Postage for comprehensive communication package for new health benefits (non-recurring)              | *20,000          |
| • Central printing for comprehensive communication package for new health benefits (non-recurring)     | *5,000           |
| Total  | <u>\$435,451</u> |

\* Funded by transfers from the Pension and Medical Trust Funds

## Overview

### ADMINISTRATIVE SERVICES

The Administrative Services Division consists of the following areas:

**Administration** coordinates the Civil Service Commission meetings and appeal hearings, monitors employee practices in accordance with Federal and local regulations including Equal Employment Opportunity (EEO), Americans with Disabilities Act (ADA), Family Medical Leave Act (FMLA), and the Substance Abuse Program. This area also coordinates employee training

and special programs including an employee newsletter, service award programs, and the consolidated charities campaign.

**Recruitment** processes entrance and promotional applications, develops and validates assessment tools, and administers the eligibility register system. It is also responsible for administering the merit pay system and other non-competitive appointment systems such as return from lay-off and return from disability.

### FIELD SERVICES

**The Field Services** Division develops and maintains the classification structure and job descriptions and the related compensation system. The staff of this division provides HR services to operating departments, processes employee profiles and payrolls and maintains the central personnel records and applicant data systems.

**Safety** is responsible for receiving, reviewing and reporting all accident and injury cases, conducting safety training or insuring safety training is provided to employees. This section also coordinates injury cases with disability management and independent case management.

### BENEFITS SERVICES

The Benefits Services Division assists employees with enrollment in the benefit system, maintenance of their relevant benefit information, and applying for benefits upon termination of active employment. This division is also responsible for keeping employees updated and educated on benefit changes including group meetings and production and distribution of the ME NEWS newsletter.

**Disability Management** provides case management, arranges independent medical examinations and re-examinations and processes and monitors disability pensions.

# 08 Human Resources–Performance



| Objectives  | Performance Measures   | FY 2001 Budget                                | FY 2001 Actuals                             | FY 2002 Budget                               | FY 2003 Budget  |
|---|--|---|---|--|---|
| <b>ADMINISTRATIVE SERVICES</b>  |  |   |   |  |   |
| 1. Implement fully and support the new system of disciplinary appeal procedures utilizing Administrative Law Judges and Hearing Officers.   | Scheduled backlog of hearings kept at a minimum  | 2 months                                      | 2 months                                    | 2 months                                     | 2 months  |
| 2. Expand Substance Abuse Program consistent with federal Department of Transportation (DOT) regulations and endeavor to achieve an environment that is free of alcohol and controlled substances for Metro government employees. | *Substance Abuse Program<br>a. Training of staff/orientation employees and supervisors<br>b. Monitor on-going program  | 3,500 monitor                                 | 1,600 monitor                               | <400 monitor                                 | 3,500 monitor   |
| 3. Develop and implement appropriate training programs in order to meet the needs of operating departments and enhance the job performance of employees. Training to comply with federal and local laws.                          | a. General training session/participants<br>b. Diversity/Non-Violence classes/participants<br>c. Sexual Harassment sessions/participants*<br>d. Supervisor training sessions/participants*<br>e. Customer Service sessions/participants* | 150/3,000<br>60/8,000<br>40/1,200<br>na<br>na | 229/7,100<br>29/870<br>70/2,100<br>na<br>na | 175/3,500<br><10/100<br>25/1,000<br>na<br>na | 300/9,000<br>18/540<br>30/1,200<br>72/2,160<br>20/500 |
| 4. Provide effective eligibility registers to operating departments in a timely manner.   | a. Applicants<br>b. Eligibility lists produced<br>c. Tests developed*  | 9,000<br>210<br>15                            | 10,772<br>382<br>69                         | 9,000<br>300<br>100                          | 12,000<br>425<br>100                                  |
| *2. Substance Abuse Program is fully implemented. For FY 2003 the policy is revised and retraining begins.  |  |   |   |  |   |
| *3c.d.e. Supervisor training is now the Metropolitan Management Institute in conjunction with UT-CGT. Customer Service is a new program call FISH.  |  |   |   |  |   |
| *4c. These are oral interviews more than traditional tests, especially for promotions.  |  |   |   |  |   |
| <b>FIELD SERVICES</b>   |  |   |   |  |   |
| 1. Conduct position audits to provide consistency to the classification structure. This also includes Fair Labor Standards Act (FLSA) audits for compliance.  | a. Organizational charts obtained in proper format from departments*<br>b. Number of job audits conducted*   | 40<br>100                                     | 33<br>95                                    | *<br><50                                     | 33<br>50  |
| 2. Interpret rules, policies, and practices. This would include assisting departments in the development of departmental policies.  | a. Inquiries responded to same day, resolved within two weeks<br>b. Field services internal projects*<br>c. Pay plan issues<br>d. Special projects*<br>e. Salary surveys completed   | 100%<br>100<br>100<br>75<br>na                | 100%<br>116<br>155<br>89<br>55              | 100%<br>100<br>100<br>75<br>na               | 100%<br>100<br>50<br>75<br>55                         |
| 3. Manage effectively the processing of profile   | a. Department profiles generated   | 15,000  | 19,500                                      | FASTnet                                      | 19,800  |

# 08 Human Resources–Performance



| Objectives   | Performance Measures                          | FY 2001 Budget | FY 2001 Actuals | FY 2002 Budget | FY 2003 Budget |
|--|---|----------------|-----------------|----------------|----------------|
| documents, payrolls and related record keeping.*   | b. FASTnet HR payrolls processed              | FASTnet        | 81              | FASTnet        | 81             |
|  | c. Files maintained                           | 10,500         | 10,860          | 10,500         | 10,000         |
|  | d. Records changed or added by data entry     | 31,000         | 39,000          | FASTnet        | 40,000         |
| 4. To provide an effective loss prevention/employee safety program for Metropolitan Government including safety inspections and training activities. | a. Safety inspections* (Visits)               | 325            | 400             | 500            | 300            |
|  | b. Safety classes taught*                     | 120            | 25              | 120            | 85             |
|  | c. Completed Forms                            | 4,100          | 4,000           | 3,850          | 4,000          |
|  | 1) 101 – Injury on Duty Form                  | 2,100          | 2,100           | 2,000          | 2,000          |
|  | 2) 104 – Lost Days – Light Duty Due to Injury | 1,600          | 1,525           | 1,500          | 1,525          |
|  | 3) 105 – Vehicle Accident                     | 400            | 375             | 350            | 375            |

\*1a. Will be coordinated with Finance.

\*1b. Audits were stopped to do full compensation study.

\*2b.&d. Fewer internal projects: more pay plan issues in compensation study completed total reclassification study 7/1/01.

\*3. Files are maintained but more is done by FASTnet Office.

\*4a. Includes Safety Coordinator visits.

\*4b. Formerly included individual instruction: as of 4/10/02, reports actual classes.

## BENEFITS SERVICES

|   |  |                      |                       |                      |                       |
|---|--|----------------------|-----------------------|----------------------|-----------------------|
| 1. Prepare and process pensions.  | a. Service pensions granted  | 250                  | 430                   | 300                  | 500                   |
|   | b. Widow pensions granted  | 75                   | 85                    | 90                   | 95                    |
| 2. Process enrollment and change documents for active and retired participants. | a. Life insurance claims processed (FY 1999 – Active – 27, Retired – 168)              | 190                  | 154                   | 200                  | 250                   |
|   | b. New hires enrolled in benefit system  | 1,300                | 1,280                 | 1,400                | 1,500                 |
|   | c. Changes during open enrollment*   | na                   | 200                   | na                   | *6,000                |
| 3. Explain medical, life and dental insurance coverage.                         | Inquiries, calls for assistance  | na                   | 20,000                | na                   | 15,000                |
| 4. Provide case management services.  | a. Case management of disability pensions and medical and in-line disability pensions* | 10 Medical<br>90 IOD | 30 (Med)<br>100 (IOD) | 20 Medical<br>80 IOD | 50 (Med)<br>200 (IOD) |
|   | b. Number of files under management with Eckman/Freeman*                               | 300                  | 250                   | 350                  | 375                   |
|   | c. Disability pensions granted: Medical & In-Line-of-Duty (IOD)*                       | 70 (Med)<br>40 (IOD) | 65<br>35              | 50 (Med)<br>35 (IOD) | 50<br>35              |
| 5. Reviews pensions as part of follow-up process.                               | a. Reexaminations – disability   | 120                  | 200                   | 150                  | 350                   |
|   | b. Reemployment review   | 6                    | 10                    | 15                   | 30                    |
|   | c. Social security reviews*  | 39                   | 40                    | 40                   | 500                   |
|   | d. Return to work  | 12                   | 12                    | 20                   | 50                    |

\*2c. Carriers may change, so high numbers are anticipated.

\*4a. The staff in this area is working more closely with Safety to become involved in possible disabilities earlier and has implemented screening and early intervention after 5 days missed work for IOD.

\*4c. Staff reviews cases and refers to SSDI specialist if appropriate.

# 08 Human Resources–Financial



## Human Resources GSD General Fund

| EXPENSE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>OPERATING EXPENSE:</b>                        |                   |                    |                   |                   |
| <b>PERSONAL SERVICES:</b>                        |                   |                    |                   |                   |
| Salary Expense                                   | 1,374,361         | 1,352,639          | 2,665,332         | 2,877,832         |
| Fringe Benefits                                  | 372,397           | 336,904            | 697,017           | 735,417           |
| Per Diem & Other Fees                            | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL PERSONAL SERVICES</b>                   | <b>1,746,758</b>  | <b>1,689,543</b>   | <b>3,362,349</b>  | <b>3,613,249</b>  |
| <b>OTHER SERVICES:</b>                           |                   |                    |                   |                   |
| Utilities  | 0                 | 0                  | 0                 | 0                 |
| Professional Services                            | 227,000           | 277,195            | 171,500           | 171,500           |
| Purchased Services                               | 8,165             | 10,404             | 12,000            | 12,000            |
| Travel   | 500               | 910                | 1,750             | 1,750             |
| Communications                                   | 150               | 143                | 200               | 20,200            |
| Printing   | 500               | 4,466              | 20,500            | 220,500           |
| Advertising & Promotion                          | 3,250             | 2,757              | 10,000            | 10,000            |
| Subscriptions                                    | 6,000             | 4,263              | 6,500             | 6,500             |
| Tuition, Reg., & Membership Dues                 | 5,000             | 6,983              | 10,000            | 10,000            |
| Repairs & Maintenance Services                   | 10,000            | 6,397              | 7,000             | 7,000             |
| Internal Service Fees                            | 37,800            | 47,092             | 194,088           | 158,639           |
| <b>TOTAL OTHER SERVICES</b>                      | <b>298,365</b>    | <b>360,610</b>     | <b>433,538</b>    | <b>618,089</b>    |
| <b>OTHER EXPENSE:</b>                            |                   |                    |                   |                   |
| Supplies and Materials                           | 11,500            | 8,386              | 61,401            | 61,401            |
| Misc. Other Expenses & Payments                  | 0                 | 0                  | 0                 | 0                 |
| Fixed Charges                                    | 4,000             | 4,856              | 10,000            | 10,000            |
| Licenses, Permits, & Fees                        | 1,250             | 945                | 3,250             | 3,250             |
| Taxes  | 0                 | 0                  | 0                 | 0                 |
| Grant Contributions & Awards                     | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL OTHER EXPENSE</b>                       | <b>16,750</b>     | <b>14,187</b>      | <b>74,651</b>     | <b>74,651</b>     |
| <b>PENSION, ANNUITY, DEBT, &amp; OTHER COSTS</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>EQUIPMENT, BUILDINGS, &amp; LAND</b>          | <b>0</b>          | <b>0</b>           | <b>23,000</b>     | <b>23,000</b>     |
| <b>SPECIAL PROJECTS</b>                          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL OPERATING EXPENSE</b>                   | <b>2,061,873</b>  | <b>2,064,340</b>   | <b>3,893,538</b>  | <b>4,328,989</b>  |
| <b>TRANSFERS TO OTHER FUNDS &amp; UNITS:</b>     | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL EXPENSE AND TRANSFERS</b>               | <b>2,061,873</b>  | <b>2,064,340</b>   | <b>3,893,538</b>  | <b>4,328,989</b>  |



# O8 Human Resources–Financial



## Human Resources GSD General Fund

| REVENUE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>PROGRAM REVENUE:</b>                          |                   |                    |                   |                   |
| <b>Charges, Commissions, &amp; Fees</b>          |                   |                    |                   |                   |
| Charges For Current Services                     | 0                 | 139                | 0                 | 0                 |
| Commissions and Fees                             | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Charges, Commissions, &amp; Fees</b> | <b>0</b>          | <b>139</b>         | <b>0</b>          | <b>0</b>          |
| <b>Other Governments &amp; Agencies</b>          |                   |                    |                   |                   |
| Federal Direct                                   | 0                 | 0                  | 0                 | 0                 |
| Federal Through State                            | 0                 | 0                  | 0                 | 0                 |
| Federal Through Other Pass-Through               | 0                 | 0                  | 0                 | 0                 |
| State Direct                                     | 0                 | 0                  | 0                 | 0                 |
| Other Government Agencies                        | 13,000            | 6,200              | 8,000             | 6,000             |
| <b>Subtotal Other Governments &amp; Agencies</b> | <b>13,000</b>     | <b>6,200</b>       | <b>8,000</b>      | <b>6,000</b>      |
| <b>Other Program Revenue</b>                     |                   |                    |                   |                   |
| Contributions and Gifts                          | 0                 | 0                  | 0                 | 0                 |
| Miscellaneous Revenue                            | 0                 | 0                  | 0                 | 0                 |
| Use of Money or Property                         | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Program Revenue</b>            | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL PROGRAM REVENUE</b>                     | <b>13,000</b>     | <b>6,339</b>       | <b>8,000</b>      | <b>6,000</b>      |
| <b>NON-PROGRAM REVENUE:</b>                      |                   |                    |                   |                   |
| Property Taxes                                   | 0                 | 0                  | 0                 | 0                 |
| Local Option Sales Tax                           | 0                 | 0                  | 0                 | 0                 |
| Other Taxes, Licenses, & Permits                 | 0                 | 0                  | 0                 | 0                 |
| Fines, Forfeits, & Penalties                     | 0                 | 0                  | 0                 | 0                 |
| Compensation From Property                       | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL NON-PROGRAM REVENUE</b>                 | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TRANSFERS FROM OTHER FUNDS AND UNITS:</b>     | <b>0</b>          | <b>0</b>           | <b>1,360,630</b>  | <b>1,013,952</b>  |
| <b>TOTAL REVENUE AND TRANSFERS</b>               | <b>13,000</b>     | <b>6,339</b>       | <b>1,368,630</b>  | <b>1,019,952</b>  |

# 08 Human Resources–Financial



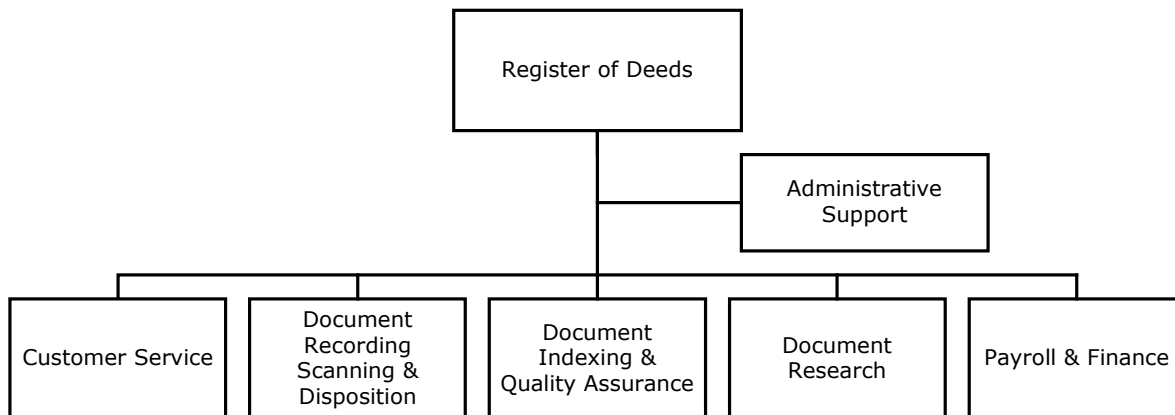
**Reminder:** Some classifications were deleted and new classifications (class number 10000 and above) were added to implement the 2002 Reclassification Study & Pay Plan. Many of the class changes from FY 2001 to FY 2002 were due to implementing that Study.

|  |              |      | <b>FY 2001</b>   | <b>FY 2001</b>  | <b>FY 2002</b>   | <b>FY 2002</b>  | <b>FY 2003</b>   | <b>FY 2003</b>  |
|--|--------------|------|------------------|-----------------|------------------|-----------------|------------------|-----------------|
| <b>Class</b>                               | <b>Grade</b> |      | <b>Bud. Pos.</b> | <b>Bud. FTE</b> | <b>Bud. Pos.</b> | <b>Bud. FTE</b> | <b>Bud. Pos.</b> | <b>Bud. FTE</b> |
| <b>08 Human Resources - GSD Fund 10101</b> |              |      |                  |                 |                  |                 |                  |                 |
| Admin Asst 2                               | 7241         | GS08 | 0                | 0.0             | 1                | 1.0             | 0                | 0.0             |
| Admin Services Officer 3                   | 7244         | GS09 | 1                | 1.0             | 0                | 0.0             | 0                | 0.0             |
| Admin Services Officer 4                   | 7245         | GS11 | 1                | 1.0             | 0                | 0.0             | 0                | 0.0             |
| Admin Services Officer 4                   | 7245         | SR12 | 0                | 0.0             | 2                | 2.0             | 1                | 1.0             |
| Admin Specialist                           | 7720         | SR11 | 0                | 0.0             | 0                | 0.0             | 2                | 2.0             |
| Administrative Assistant                   | 7241         | SR09 | 1                | 1.0             | 1                | 1.0             | 2                | 2.0             |
| Administrative Services Manager            | 7242         | SR13 | 0                | 0.0             | 1                | 1.0             | 1                | 1.0             |
| Application Tech 1                         | 10100        | SR07 | 0                | 0.0             | 0                | 0.0             | 1                | 1.0             |
| Application Tech 2                         | 10102        | SR08 | 0                | 0.0             | 0                | 0.0             | 1                | 1.0             |
| Benefit Specialist 2                       | 7728         | GS07 | 0                | 0.0             | 4                | 4.0             | 0                | 0.0             |
| Benefits Asst 1                            | 7725         | GS05 | 0                | 0.0             | 1                | 1.0             | 0                | 0.0             |
| Benefits Specialist 1                      | 7727         | GS05 | 0                | 0.0             | 1                | 1.0             | 0                | 0.0             |
| Benefits Specialist 3                      | 7766         | GS09 | 0                | 0.0             | 4                | 4.0             | 0                | 0.0             |
| Compliance Insp 3                          | 7733         | SR10 | 0                | 0.0             | 0                | 0.0             | 1                | 1.0             |
| Compliance Inspector 2                     | 7732         | GS08 | 0                | 0.0             | 1                | 1.0             | 0                | 0.0             |
| Compliance Inspector 3                     | 7733         | GS09 | 0                | 0.0             | 1                | 1.0             | 0                | 0.0             |
| Executive Secretary                        | 5942         | GS14 | 0                | 0.0             | 1                | 1.0             | 0                | 0.0             |
| Human Resources Administrator              | 7346         | SR13 | 3                | 3.0             | 3                | 3.0             | 1                | 1.0             |
| Human Resources Analyst                    | 6858         | SR08 | 0                | 0.0             | 1                | 1.0             | 0                | 0.0             |
| Human Resources Analyst 1                  | 2730         | SR08 | 3                | 3.0             | 0                | 0.0             | 5                | 5.0             |
| Human Resources Analyst 2                  | 3455         | SR10 | 5                | 5.0             | 11               | 11.0            | 13               | 13.0            |
| Human Resources Analyst 3                  | 6874         | SR12 | 8                | 8.0             | 8                | 8.0             | 11               | 11.0            |
| Human Resources Assistant 1                | 1472         | SR06 | 1                | 1.3             | 2                | 2.0             | 3                | 3.0             |
| Human Resources Assistant 2                | 6931         | SR07 | 5                | 5.0             | 5                | 5.0             | 3                | 3.0             |
| Human Resources Asst Director              | 6004         | SR15 | 1                | 1.0             | 1                | 1.0             | 3                | 3.0             |
| Human Resources Director                   | 1620         | DP02 | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Human Resources Manager                    | 6531         | SR14 | 1                | 1.0             | 1                | 1.0             | 5                | 5.0             |
| Info Sys Am 1                              | 7779         | SR10 | 0                | 0.0             | 0                | 0.0             | 1                | 1.0             |
| Info Sys Tech 2                            | 7785         | SR09 | 0                | 0.0             | 0                | 0.0             | 1                | 1.0             |
| Info Systems Technician 2                  | 7784         | GS07 | 1                | 1.0             | 1                | 1.0             | 0                | 0.0             |
| Information System Specialist              | 7783         | GS11 | 0                | 0.0             | 1                | 1.0             | 0                | 0.0             |
| Loss Prevention Specialist                 | 6593         | SR10 | 0                | 0.0             | 1                | 1.0             | 1                | 1.0             |
| Office Assistant 1                         | 7747         | GS03 | 1                | 1.0             | 1                | 1.0             | 0                | 0.0             |
| Office Assistant 2                         | 7748         | GS04 | 0                | 0.0             | 1                | 1.0             | 0                | 0.0             |
| Office Manager 2                           | 7339         | GS07 | 1                | 1.0             | 1                | 1.0             | 0                | 0.0             |
| Office Support Rep 1                       | 10120        | SR04 | 0                | 0.0             | 0                | 0.0             | 1                | 1.0             |
| Office Support Rep 2                       | 10121        | SR05 | 0                | 0.0             | 0                | 0.0             | 1                | 1.0             |
| Office Support Rep 3                       | 10124        | SR08 | 0                | 0.0             | 0                | 0.0             | 2                | 2.0             |
| Professional Specialist                    | 7753         | SR11 | 1                | 1.0             | 2                | 2.0             | 2                | 2.0             |
| Safety Administrator                       | 7754         | GS11 | 0                | 0.0             | 1                | 1.0             | 0                | 0.0             |
| Special Asst to the Director               | 5945         | SR13 | 1                | 1.0             | 1                | 1.0             | 0                | 0.0             |
| <b>Total Positions &amp; FTE</b>           |              |      | <b>36</b>        | <b>36.3</b>     | <b>61</b>        | <b>61.0</b>     | <b>63</b>        | <b>63.0</b>     |

## 09 Register of Deeds–At a Glance

| <b>Mission</b>                     | To record all documents pertaining to real estate and documents relative to the Uniform Commercial Code. To maintain the integrity of all official records and offer courteous, friendly, and expeditious service to all who use the Register's Office.   |                         |                         |                |                |                                    |  |  |  |                  |           |           |           |                       |                |                |                |                           |                           |                         |                         |                                |  |  |  |                              |           |           |           |                   |   |   |   |                       |          |          |          |                              |                         |                         |                         |                     |   |   |   |           |          |          |          |                       |                         |                         |                         |  |  |
|------------------------------------|---|-------------------------|-------------------------|----------------|----------------|------------------------------------|--|--|--|------------------|-----------|-----------|-----------|-----------------------|----------------|----------------|----------------|---------------------------|---------------------------|-------------------------|-------------------------|--------------------------------|--|--|--|------------------------------|-----------|-----------|-----------|-------------------|---|---|---|-----------------------|----------|----------|----------|------------------------------|-------------------------|-------------------------|-------------------------|---------------------|---|---|---|-----------|----------|----------|----------|-----------------------|-------------------------|-------------------------|-------------------------|--|--|
| <b>Budget Summary</b>              | <table> <tr> <th></th><th><u>2000-01</u></th><th><u>2001-02</u></th><th><u>2002-03</u></th></tr> <tr> <td><b>Expenditures and Transfers:</b></td><td></td><td></td><td></td></tr> <tr> <td>GSD General Fund</td><td>\$243,870</td><td>\$418,234</td><td>\$405,716</td></tr> <tr> <td>Special purpose funds</td><td><u>807,000</u></td><td><u>220,000</u></td><td><u>220,000</u></td></tr> <tr> <td><b>Total Expenditures</b></td><td><b><u>\$1,050,870</u></b></td><td><b><u>\$638,234</u></b></td><td><b><u>\$625,716</u></b></td></tr> <tr> <td><b>Revenues and Transfers:</b></td><td></td><td></td><td></td></tr> <tr> <td>Charges, Commissions, &amp; Fees</td><td>\$900,000</td><td>\$900,000</td><td>\$900,000</td></tr> <tr> <td>Other Governments</td><td>0</td><td>0</td><td>0</td></tr> <tr> <td>Other Program Revenue</td><td><u>0</u></td><td><u>0</u></td><td><u>0</u></td></tr> <tr> <td><b>Total Program Revenue</b></td><td><b><u>\$900,000</u></b></td><td><b><u>\$900,000</u></b></td><td><b><u>\$900,000</u></b></td></tr> <tr> <td>Non-program Revenue</td><td>0</td><td>0</td><td>0</td></tr> <tr> <td>Transfers</td><td><u>0</u></td><td><u>0</u></td><td><u>0</u></td></tr> <tr> <td><b>Total Revenues</b></td><td><b><u>\$900,000</u></b></td><td><b><u>\$900,000</u></b></td><td><b><u>\$900,000</u></b></td></tr> </table> |                         | <u>2000-01</u>          | <u>2001-02</u> | <u>2002-03</u> | <b>Expenditures and Transfers:</b> |  |  |  | GSD General Fund | \$243,870 | \$418,234 | \$405,716 | Special purpose funds | <u>807,000</u> | <u>220,000</u> | <u>220,000</u> | <b>Total Expenditures</b> | <b><u>\$1,050,870</u></b> | <b><u>\$638,234</u></b> | <b><u>\$625,716</u></b> | <b>Revenues and Transfers:</b> |  |  |  | Charges, Commissions, & Fees | \$900,000 | \$900,000 | \$900,000 | Other Governments | 0 | 0 | 0 | Other Program Revenue | <u>0</u> | <u>0</u> | <u>0</u> | <b>Total Program Revenue</b> | <b><u>\$900,000</u></b> | <b><u>\$900,000</u></b> | <b><u>\$900,000</u></b> | Non-program Revenue | 0 | 0 | 0 | Transfers | <u>0</u> | <u>0</u> | <u>0</u> | <b>Total Revenues</b> | <b><u>\$900,000</u></b> | <b><u>\$900,000</u></b> | <b><u>\$900,000</u></b> |  |  |
|                                    | <u>2000-01</u>  | <u>2001-02</u>          | <u>2002-03</u>          |                |                |                                    |  |  |  |                  |           |           |           |                       |                |                |                |                           |                           |                         |                         |                                |  |  |  |                              |           |           |           |                   |   |   |   |                       |          |          |          |                              |                         |                         |                         |                     |   |   |   |           |          |          |          |                       |                         |                         |                         |  |  |
| <b>Expenditures and Transfers:</b> |   |                         |                         |                |                |                                    |  |  |  |                  |           |           |           |                       |                |                |                |                           |                           |                         |                         |                                |  |  |  |                              |           |           |           |                   |   |   |   |                       |          |          |          |                              |                         |                         |                         |                     |   |   |   |           |          |          |          |                       |                         |                         |                         |  |  |
| GSD General Fund                   | \$243,870   | \$418,234               | \$405,716               |                |                |                                    |  |  |  |                  |           |           |           |                       |                |                |                |                           |                           |                         |                         |                                |  |  |  |                              |           |           |           |                   |   |   |   |                       |          |          |          |                              |                         |                         |                         |                     |   |   |   |           |          |          |          |                       |                         |                         |                         |  |  |
| Special purpose funds              | <u>807,000</u>  | <u>220,000</u>          | <u>220,000</u>          |                |                |                                    |  |  |  |                  |           |           |           |                       |                |                |                |                           |                           |                         |                         |                                |  |  |  |                              |           |           |           |                   |   |   |   |                       |          |          |          |                              |                         |                         |                         |                     |   |   |   |           |          |          |          |                       |                         |                         |                         |  |  |
| <b>Total Expenditures</b>          | <b><u>\$1,050,870</u></b>   | <b><u>\$638,234</u></b> | <b><u>\$625,716</u></b> |                |                |                                    |  |  |  |                  |           |           |           |                       |                |                |                |                           |                           |                         |                         |                                |  |  |  |                              |           |           |           |                   |   |   |   |                       |          |          |          |                              |                         |                         |                         |                     |   |   |   |           |          |          |          |                       |                         |                         |                         |  |  |
| <b>Revenues and Transfers:</b>     |   |                         |                         |                |                |                                    |  |  |  |                  |           |           |           |                       |                |                |                |                           |                           |                         |                         |                                |  |  |  |                              |           |           |           |                   |   |   |   |                       |          |          |          |                              |                         |                         |                         |                     |   |   |   |           |          |          |          |                       |                         |                         |                         |  |  |
| Charges, Commissions, & Fees       | \$900,000   | \$900,000               | \$900,000               |                |                |                                    |  |  |  |                  |           |           |           |                       |                |                |                |                           |                           |                         |                         |                                |  |  |  |                              |           |           |           |                   |   |   |   |                       |          |          |          |                              |                         |                         |                         |                     |   |   |   |           |          |          |          |                       |                         |                         |                         |  |  |
| Other Governments                  | 0   | 0                       | 0                       |                |                |                                    |  |  |  |                  |           |           |           |                       |                |                |                |                           |                           |                         |                         |                                |  |  |  |                              |           |           |           |                   |   |   |   |                       |          |          |          |                              |                         |                         |                         |                     |   |   |   |           |          |          |          |                       |                         |                         |                         |  |  |
| Other Program Revenue              | <u>0</u>  | <u>0</u>                | <u>0</u>                |                |                |                                    |  |  |  |                  |           |           |           |                       |                |                |                |                           |                           |                         |                         |                                |  |  |  |                              |           |           |           |                   |   |   |   |                       |          |          |          |                              |                         |                         |                         |                     |   |   |   |           |          |          |          |                       |                         |                         |                         |  |  |
| <b>Total Program Revenue</b>       | <b><u>\$900,000</u></b>   | <b><u>\$900,000</u></b> | <b><u>\$900,000</u></b> |                |                |                                    |  |  |  |                  |           |           |           |                       |                |                |                |                           |                           |                         |                         |                                |  |  |  |                              |           |           |           |                   |   |   |   |                       |          |          |          |                              |                         |                         |                         |                     |   |   |   |           |          |          |          |                       |                         |                         |                         |  |  |
| Non-program Revenue                | 0   | 0                       | 0                       |                |                |                                    |  |  |  |                  |           |           |           |                       |                |                |                |                           |                           |                         |                         |                                |  |  |  |                              |           |           |           |                   |   |   |   |                       |          |          |          |                              |                         |                         |                         |                     |   |   |   |           |          |          |          |                       |                         |                         |                         |  |  |
| Transfers                          | <u>0</u>  | <u>0</u>                | <u>0</u>                |                |                |                                    |  |  |  |                  |           |           |           |                       |                |                |                |                           |                           |                         |                         |                                |  |  |  |                              |           |           |           |                   |   |   |   |                       |          |          |          |                              |                         |                         |                         |                     |   |   |   |           |          |          |          |                       |                         |                         |                         |  |  |
| <b>Total Revenues</b>              | <b><u>\$900,000</u></b>   | <b><u>\$900,000</u></b> | <b><u>\$900,000</u></b> |                |                |                                    |  |  |  |                  |           |           |           |                       |                |                |                |                           |                           |                         |                         |                                |  |  |  |                              |           |           |           |                   |   |   |   |                       |          |          |          |                              |                         |                         |                         |                     |   |   |   |           |          |          |          |                       |                         |                         |                         |  |  |
| <b>Positions</b>                   | Total Budgeted Positions  | 0                       | 0                       |                |                |                                    |  |  |  |                  |           |           |           |                       |                |                |                |                           |                           |                         |                         |                                |  |  |  |                              |           |           |           |                   |   |   |   |                       |          |          |          |                              |                         |                         |                         |                     |   |   |   |           |          |          |          |                       |                         |                         |                         |  |  |
| <b>Contacts</b>                    | Register of Deeds: Bill Garrett      email: bill_garrett@metro.nashville.org<br>Financial Manager: Connie Brookshire      email: connie_brookshire@metro.nashville.org<br><br>103 Metro Courthouse 37201      Phone: 862-6790 FAX: 880-2039   |                         |                         |                |                |                                    |  |  |  |                  |           |           |           |                       |                |                |                |                           |                           |                         |                         |                                |  |  |  |                              |           |           |           |                   |   |   |   |                       |          |          |          |                              |                         |                         |                         |                     |   |   |   |           |          |          |          |                       |                         |                         |                         |  |  |

### Organizational Structure



# 09 Register of Deeds–At a Glance

## Budget Highlights FY 2003

|   |                  |
|---|------------------|
| • Fleet Management Consolidation net adjustment | \$-3,090         |
| • Information Systems billings                  | -6,628           |
| • Telecommunications net adjustment             | -2,800           |
| Total   | <u>\$-12,518</u> |

## Overview

### REGISTER OF DEEDS

The Register of Deeds Office records deeds, mortgages, plats, leases, liens, limited partnership agreements, charters, and service discharges. All documents are imaged and indexed.

### ADMINISTRATION SUPPORT

Administration Support is responsible for budget and finance, information systems maintenance, and employee supervision.

### CUSTOMER SERVICE

Customer Service assists walk-in customers with document research, trains customers on the computer system, and handles telephone inquiries regarding land records.

## DOCUMENT RECORDING, SCANNING AND DISPOSITION

This Division checks documents for required information, enters recording information into computer system, processes payments, scans documents into computer system, and returns documents to customers by mail or in person.

## DOCUMENT INDEXING AND QUALITY ASSURANCE

This Division enters indexing information for documents such as grantor, grantee, map and parcel, etc., and verifies accuracy of indexing information.

## DOCUMENT RESEARCH

This Division assists customers with document and plat printing, and assists customers with microfilm.

## PAYROLL AND FINANCE

This Division maintains bank account, prepares financial reports and tax forms, processes deposits and prepares checks, maintains payroll and benefit records, and maintains employee files.

## 09 Register of Deeds–Performance

| Objectives   | Performance Measures                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|---|-------------------|--------------------|-------------------|-------------------|
| <b>DOCUMENT RECORDING, SCANNING AND DISPOSITION</b>  |   |                   |                    |                   |                   |
| 1. Record all documents in a timely, and efficient manner.   | Document Recording Turnaround                   |                   |                    |                   |                   |
|  | a. Mail (60% of volume)                         | 24 hours          | 24 hours           | 24 hours          | 24 hours          |
|  | b. Walk-ins (40% of volume)                     | 5 minutes         | 5 minutes          | 5 minutes         | 5 minutes         |
| 2. Ensure accuracy and integrity of all official public records maintained in the Register's Office. | Document Recording Totals                       |                   |                    |                   |                   |
|  | a. Charter                                      | 2,356             | 2,330              | 2,497             | 2,400             |
|  | b. Judgments                                    | 405               | 374                | 429               | 350               |
|  | c. Liens  | 6,490             | 6,197              | 6,879             | 6,000             |
|  | d. Military Discharges                          | 39                | 39                 | 41                | 35                |
|  | e. Plats  | 360               | 345                | 382               | 320               |
|  | f. Powers of Attorney                           | 3,440             | 3,679              | 3,646             | 3,950             |
|  | g. Releases                                     | 27,740            | 29,584             | 29,404            | 35,000            |
|  | h. Trust Deeds                                  | 49,040            | 53,724             | 51,982            | 60,000            |
|  | i. UCC Fixture Filings and Financing Statements | 3,160             | 8,953              | 3,350             | 5,100             |
|  | j. Warranty Deeds                               | 20,250            | 25,819             | 21,465            | 28,105            |
| <b>DOCUMENT RESEARCH</b>   |   |                   |                    |                   |                   |
| 1. Provide courteous, and expeditious customer service.  | Document Research Totals                        |                   |                    |                   |                   |
|  | Register Staff                                  |                   |                    |                   |                   |
|  | a. Telephones inquiries                         | 84,500            | 87,500             | 92,000            | 90,000            |
|  | b. Walk-ins                                     | 10,000            | 9,052              | 11,000            | 10,000            |
|  | c. Faxes  | na                | 10,000             | 36,400            | 10,000            |
|  | d. Copies                                       | na                | 9,924              | 5,200             | 11,000            |
|  | Document Researchers                            |                   |                    |                   |                   |
|  | a. Faxes  | na                | 181,951            | 139,000           | 185,000           |
|  | b. Copies                                       | 199,000           | 408,682            | 350,000           | 70,000            |
|  | Internet Service Customers                      | na                | 25                 | 50                | 125               |

# 09 Register of Deeds–Financial

## Register of Deeds GSD General Fund

| EXPENSE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>OPERATING EXPENSE:</b>                        |                   |                    |                   |                   |
| <b>PERSONAL SERVICES:</b>                        |                   |                    |                   |                   |
| Salary Expense                                   | 0                 | 1,052,447          | 0                 | 0                 |
| Fringe Benefits                                  | 0                 | 257,181            | 0                 | 0                 |
| Per Diem & Other Fees                            | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL PERSONAL SERVICES</b>                   | <b>0</b>          | <b>1,309,628</b>   | <b>0</b>          | <b>0</b>          |
| <b>OTHER SERVICES:</b>                           |                   |                    |                   |                   |
| Utilities  | 0                 | 0                  | 0                 | 0                 |
| Professional Services                            | 0                 | 1,569              | 0                 | 0                 |
| Purchased Services                               | 20,600            | 4,335              | 38,750            | 38,750            |
| Travel   | 5,500             | 1,381              | 2,500             | 2,500             |
| Communications                                   | 21,000            | 19,771             | 18,500            | 18,500            |
| Printing   | 5,000             | 935                | 1,000             | 1,000             |
| Advertising & Promotion                          | 750               | 0                  | 250               | 250               |
| Subscriptions                                    | 750               | 1,504              | 1,500             | 1,500             |
| Tuition, Reg., & Membership Dues                 | 1,800             | 598                | 2,170             | 2,170             |
| Repairs & Maintenance Services                   | 20,000            | 15,321             | 15,500            | 15,500            |
| Internal Service Fees                            | 33,020            | 22,975             | 191,914           | 179,396           |
| <b>TOTAL OTHER SERVICES</b>                      | <b>108,420</b>    | <b>68,389</b>      | <b>272,084</b>    | <b>259,566</b>    |
| <b>OTHER EXPENSE:</b>                            |                   |                    |                   |                   |
| Supplies and Materials                           | 135,450           | 62,937             | 125,950           | 125,950           |
| Misc. Other Expenses & Payments                  | 0                 | 0                  | 0                 | 0                 |
| Fixed Charges                                    | 0                 | 7,557              | 8,200             | 8,200             |
| Licenses, Permits, & Fees                        | 0                 | 0                  | 12,000            | 12,000            |
| Taxes  | 0                 | 0                  | 0                 | 0                 |
| Grant Contributions & Awards                     | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL OTHER EXPENSE</b>                       | <b>135,450</b>    | <b>70,494</b>      | <b>146,150</b>    | <b>146,150</b>    |
| <b>PENSION, ANNUITY, DEBT, &amp; OTHER COSTS</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>EQUIPMENT, BUILDINGS, &amp; LAND</b>          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>SPECIAL PROJECTS</b>                          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL OPERATING EXPENSE</b>                   | <b>243,870</b>    | <b>1,448,511</b>   | <b>418,234</b>    | <b>405,716</b>    |
| <b>TRANSFERS TO OTHER FUNDS &amp; UNITS:</b>     | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL EXPENSE AND TRANSFERS</b>               | <b>243,870</b>    | <b>1,448,511</b>   | <b>418,234</b>    | <b>405,716</b>    |

Note on presentation of FY 2001 Actual Expenditures and Revenues: As allowed by state law, the department pays salaries, fringe benefits and some other expenses from fees collected and not through the operating budget. Excess fee collections are remitted as revenue to the Metropolitan Government. Consequently, some costs reflected in FY 2001 Actual data were not budgeted in FY 2001. In FY 2001, this totaled \$1,309,628. The reported difference is necessary for reconciliation to the Comprehensive Annual Financial Report (CAFR).

# 09 Register of Deeds–Financial

## Register of Deeds GSD General Fund

| REVENUE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>PROGRAM REVENUE:</b>                          |                   |                    |                   |                   |
| <b>Charges, Commissions, &amp; Fees</b>          |                   |                    |                   |                   |
| Charges For Current Services                     | 0                 | 48,440             | 0                 | 0                 |
| Commissions and Fees                             | 900,000           | 2,064,184          | 900,000           | 900,000           |
| <b>Subtotal Charges, Commissions, &amp; Fees</b> | <b>900,000</b>    | <b>2,112,624</b>   | <b>900,000</b>    | <b>900,000</b>    |
| <b>Other Governments &amp; Agencies</b>          |                   |                    |                   |                   |
| Federal Direct                                   | 0                 | 0                  | 0                 | 0                 |
| Federal Through State                            | 0                 | 0                  | 0                 | 0                 |
| Federal Through Other Pass-Through               | 0                 | 0                  | 0                 | 0                 |
| State Direct                                     | 0                 | 0                  | 0                 | 0                 |
| Other Government Agencies                        | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Governments &amp; Agencies</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>Other Program Revenue</b>                     |                   |                    |                   |                   |
| Contributions and Gifts                          | 0                 | 0                  | 0                 | 0                 |
| Miscellaneous Revenue                            | 0                 | 0                  | 0                 | 0                 |
| Use of Money or Property                         | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Program Revenue</b>            | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL PROGRAM REVENUE</b>                     | <b>900,000</b>    | <b>2,112,624</b>   | <b>900,000</b>    | <b>900,000</b>    |
| <b>NON-PROGRAM REVENUE:</b>                      |                   |                    |                   |                   |
| Property Taxes                                   | 0                 | 0                  | 0                 | 0                 |
| Local Option Sales Tax                           | 0                 | 0                  | 0                 | 0                 |
| Other Taxes, Licenses, & Permits                 | 0                 | 0                  | 0                 | 0                 |
| Fines, Forfeits, & Penalties                     | 0                 | 0                  | 0                 | 0                 |
| Compensation From Property                       | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL NON-PROGRAM REVENUE</b>                 | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TRANSFERS FROM OTHER FUNDS AND UNITS:</b>     | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL REVENUE AND TRANSFERS</b>               | <b>900,000</b>    | <b>2,112,624</b>   | <b>900,000</b>    | <b>900,000</b>    |

# 09 Register of Deeds–Financial

## Register of Deeds Special Purpose Fund

| EXPENSE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>OPERATING EXPENSE:</b>                        |                   |                    |                   |                   |
| <b>PERSONAL SERVICES:</b>                        |                   |                    |                   |                   |
| Salary Expense                                   | 0                 | 0                  | 0                 | 0                 |
| Fringe Benefits                                  | 0                 | 0                  | 0                 | 0                 |
| Per Diem & Other Fees                            | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL PERSONAL SERVICES</b>                   | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>OTHER SERVICES:</b>                           |                   |                    |                   |                   |
| Utilities  | 0                 | 0                  | 0                 | 0                 |
| Professional Services                            | 0                 | 0                  | 0                 | 0                 |
| Purchased Services                               | 0                 | 0                  | 0                 | 0                 |
| Travel   | 0                 | 0                  | 0                 | 0                 |
| Communications                                   | 0                 | 0                  | 0                 | 0                 |
| Printing   | 0                 | 0                  | 0                 | 0                 |
| Advertising & Promotion                          | 0                 | 0                  | 0                 | 0                 |
| Subscriptions                                    | 0                 | 0                  | 0                 | 0                 |
| Tuition, Reg., & Membership Dues                 | 0                 | 0                  | 0                 | 0                 |
| Repairs & Maintenance Services                   | 0                 | 0                  | 0                 | 0                 |
| Internal Service Fees                            | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL OTHER SERVICES</b>                      | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>OTHER EXPENSE:</b>                            |                   |                    |                   |                   |
| Supplies and Materials                           | 0                 | 4,570              | 0                 | 0                 |
| Misc. Other Expenses & Payments                  | 0                 | 0                  | 0                 | 0                 |
| Fixed Charges                                    | 0                 | 0                  | 0                 | 0                 |
| Licenses, Permits, & Fees                        | 0                 | 2,230              | 0                 | 0                 |
| Taxes  | 0                 | 0                  | 0                 | 0                 |
| Grant Contributions & Awards                     | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL OTHER EXPENSE</b>                       | <b>0</b>          | <b>6,800</b>       | <b>0</b>          | <b>0</b>          |
| <b>PENSION, ANNUITY, DEBT, &amp; OTHER COSTS</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>EQUIPMENT, BUILDINGS, &amp; LAND</b>          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>SPECIAL PROJECTS</b>                          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL OPERATING EXPENSE</b>                   | <b>0</b>          | <b>6,800</b>       | <b>0</b>          | <b>0</b>          |
| <b>TRANSFERS TO OTHER FUNDS &amp; UNITS:</b>     | <b>807,000</b>    | <b>807,000</b>     | <b>220,000</b>    | <b>220,000</b>    |
| <b>TOTAL EXPENSE AND TRANSFERS</b>               | <b>807,000</b>    | <b>813,800</b>     | <b>220,000</b>    | <b>220,000</b>    |



# 09 Register of Deeds–Financial

## Register of Deeds Special Purpose Fund

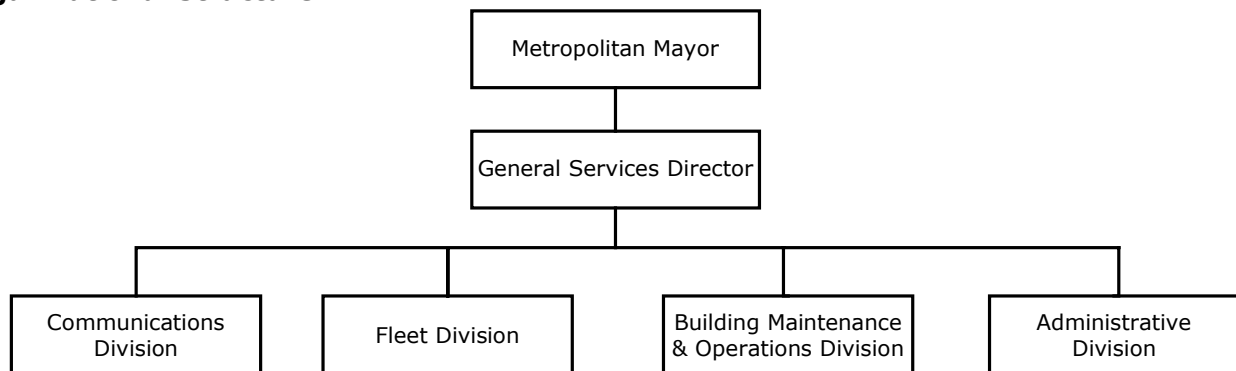
| REVENUE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>PROGRAM REVENUE:</b>                          |                   |                    |                   |                   |
| <b>Charges, Commissions, &amp; Fees</b>          |                   |                    |                   |                   |
| Charges For Current Services                     | 0                 | 261,551            | 0                 | 0                 |
| Commissions and Fees                             | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Charges, Commissions, &amp; Fees</b> | <b>0</b>          | <b>261,551</b>     | <b>0</b>          | <b>0</b>          |
| <b>Other Governments &amp; Agencies</b>          |                   |                    |                   |                   |
| Federal Direct                                   | 0                 | 0                  | 0                 | 0                 |
| Federal Through State                            | 0                 | 0                  | 0                 | 0                 |
| Federal Through Other Pass-Through               | 0                 | 0                  | 0                 | 0                 |
| State Direct                                     | 0                 | 0                  | 0                 | 0                 |
| Other Government Agencies                        | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Governments &amp; Agencies</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>Other Program Revenue</b>                     |                   |                    |                   |                   |
| Contributions and Gifts                          | 0                 | 0                  | 0                 | 0                 |
| Miscellaneous Revenue                            | 0                 | 0                  | 0                 | 0                 |
| Use of Money or Property                         | 0                 | 37,814             | 0                 | 0                 |
| <b>Subtotal Other Program Revenue</b>            | <b>0</b>          | <b>37,814</b>      | <b>0</b>          | <b>0</b>          |
| <b>TOTAL PROGRAM REVENUE</b>                     | <b>0</b>          | <b>299,365</b>     | <b>0</b>          | <b>0</b>          |
| <b>NON-PROGRAM REVENUE:</b>                      |                   |                    |                   |                   |
| Property Taxes                                   | 0                 | 0                  | 0                 | 0                 |
| Local Option Sales Tax                           | 0                 | 0                  | 0                 | 0                 |
| Other Taxes, Licenses, & Permits                 | 0                 | 0                  | 0                 | 0                 |
| Fines, Forfeits, & Penalties                     | 0                 | 0                  | 0                 | 0                 |
| Compensation From Property                       | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL NON-PROGRAM REVENUE</b>                 | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TRANSFERS FROM OTHER FUNDS AND UNITS:</b>     | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL REVENUE AND TRANSFERS</b>               | <b>0</b>          | <b>299,365</b>     | <b>0</b>          | <b>0</b>          |

# 10 General Services–At a Glance



| <b>Vision</b>                      | To strive to be a department held in the highest regard by its customers.  |                            |                            |                |                |                                    |  |  |  |                  |             |             |             |                  |         |         |         |            |            |            |   |                |         |         |         |            |           |           |           |                            |   |   |            |                       |   |   |   |                           |                            |                            |                            |                                |  |  |  |                              |              |              |              |                   |   |   |   |                       |         |         |        |                              |                            |                            |                            |                     |         |        |   |           |         |         |         |                       |                            |                            |                            |  |  |
|------------------------------------|--|----------------------------|----------------------------|----------------|----------------|------------------------------------|--|--|--|------------------|-------------|-------------|-------------|------------------|---------|---------|---------|------------|------------|------------|---|----------------|---------|---------|---------|------------|-----------|-----------|-----------|----------------------------|---|---|------------|-----------------------|---|---|---|---------------------------|----------------------------|----------------------------|----------------------------|--------------------------------|--|--|--|------------------------------|--------------|--------------|--------------|-------------------|---|---|---|-----------------------|---------|---------|--------|------------------------------|----------------------------|----------------------------|----------------------------|---------------------|---------|--------|---|-----------|---------|---------|---------|-----------------------|----------------------------|----------------------------|----------------------------|--|--|
| <b>Mission</b>                     | To provide quality services to all Metropolitan Government Departments in the most timely, efficient, and economical manner possible.  |                            |                            |                |                |                                    |  |  |  |                  |             |             |             |                  |         |         |         |            |            |            |   |                |         |         |         |            |           |           |           |                            |   |   |            |                       |   |   |   |                           |                            |                            |                            |                                |  |  |  |                              |              |              |              |                   |   |   |   |                       |         |         |        |                              |                            |                            |                            |                     |         |        |   |           |         |         |         |                       |                            |                            |                            |  |  |
| <b>Budget Summary</b>              | <table><thead><tr><th></th><th><u>2000-01</u></th><th><u>2001-02</u></th><th><u>2002-03</u></th></tr></thead><tbody><tr><td><b>Expenditures and Transfers:</b></td><td></td><td></td><td></td></tr><tr><td>GSD General Fund</td><td>\$6,368,293</td><td>\$8,204,749</td><td>\$9,072,159</td></tr><tr><td>Central Printing</td><td>651,454</td><td>651,454</td><td>662,054</td></tr><tr><td>Motor Pool</td><td>10,320,518</td><td>10,140,729</td><td>0</td></tr><tr><td>Postal Service</td><td>914,113</td><td>914,113</td><td>908,429</td></tr><tr><td>Radio Shop</td><td>2,455,783</td><td>3,002,483</td><td>3,052,177</td></tr><tr><td>Office of Fleet Management</td><td>0</td><td>0</td><td>13,022,862</td></tr><tr><td>Special purpose funds</td><td>0</td><td>0</td><td>0</td></tr><tr><td><b>Total Expenditures</b></td><td><u><b>\$20,710,161</b></u></td><td><u><b>\$22,913,528</b></u></td><td><u><b>\$26,717,681</b></u></td></tr><tr><td><b>Revenues and Transfers:</b></td><td></td><td></td><td></td></tr><tr><td>Charges, Commissions, &amp; Fees</td><td>\$10,946,106</td><td>\$12,822,359</td><td>\$18,406,824</td></tr><tr><td>Other Governments</td><td>0</td><td>0</td><td>0</td></tr><tr><td>Other Program Revenue</td><td>358,500</td><td>444,000</td><td>51,000</td></tr><tr><td><b>Total Program Revenue</b></td><td><u><b>\$11,304,606</b></u></td><td><u><b>\$13,266,359</b></u></td><td><u><b>\$18,457,824</b></u></td></tr><tr><td>Non-program Revenue</td><td>335,870</td><td>60,000</td><td>0</td></tr><tr><td>Transfers</td><td>151,324</td><td>319,324</td><td>350,662</td></tr><tr><td><b>Total Revenues</b></td><td><u><b>\$11,791,800</b></u></td><td><u><b>\$13,645,683</b></u></td><td><u><b>\$18,808,486</b></u></td></tr></tbody></table> |                            | <u>2000-01</u>             | <u>2001-02</u> | <u>2002-03</u> | <b>Expenditures and Transfers:</b> |  |  |  | GSD General Fund | \$6,368,293 | \$8,204,749 | \$9,072,159 | Central Printing | 651,454 | 651,454 | 662,054 | Motor Pool | 10,320,518 | 10,140,729 | 0 | Postal Service | 914,113 | 914,113 | 908,429 | Radio Shop | 2,455,783 | 3,002,483 | 3,052,177 | Office of Fleet Management | 0 | 0 | 13,022,862 | Special purpose funds | 0 | 0 | 0 | <b>Total Expenditures</b> | <u><b>\$20,710,161</b></u> | <u><b>\$22,913,528</b></u> | <u><b>\$26,717,681</b></u> | <b>Revenues and Transfers:</b> |  |  |  | Charges, Commissions, & Fees | \$10,946,106 | \$12,822,359 | \$18,406,824 | Other Governments | 0 | 0 | 0 | Other Program Revenue | 358,500 | 444,000 | 51,000 | <b>Total Program Revenue</b> | <u><b>\$11,304,606</b></u> | <u><b>\$13,266,359</b></u> | <u><b>\$18,457,824</b></u> | Non-program Revenue | 335,870 | 60,000 | 0 | Transfers | 151,324 | 319,324 | 350,662 | <b>Total Revenues</b> | <u><b>\$11,791,800</b></u> | <u><b>\$13,645,683</b></u> | <u><b>\$18,808,486</b></u> |  |  |
|                                    | <u>2000-01</u>   | <u>2001-02</u>             | <u>2002-03</u>             |                |                |                                    |  |  |  |                  |             |             |             |                  |         |         |         |            |            |            |   |                |         |         |         |            |           |           |           |                            |   |   |            |                       |   |   |   |                           |                            |                            |                            |                                |  |  |  |                              |              |              |              |                   |   |   |   |                       |         |         |        |                              |                            |                            |                            |                     |         |        |   |           |         |         |         |                       |                            |                            |                            |  |  |
| <b>Expenditures and Transfers:</b> |  |                            |                            |                |                |                                    |  |  |  |                  |             |             |             |                  |         |         |         |            |            |            |   |                |         |         |         |            |           |           |           |                            |   |   |            |                       |   |   |   |                           |                            |                            |                            |                                |  |  |  |                              |              |              |              |                   |   |   |   |                       |         |         |        |                              |                            |                            |                            |                     |         |        |   |           |         |         |         |                       |                            |                            |                            |  |  |
| GSD General Fund                   | \$6,368,293  | \$8,204,749                | \$9,072,159                |                |                |                                    |  |  |  |                  |             |             |             |                  |         |         |         |            |            |            |   |                |         |         |         |            |           |           |           |                            |   |   |            |                       |   |   |   |                           |                            |                            |                            |                                |  |  |  |                              |              |              |              |                   |   |   |   |                       |         |         |        |                              |                            |                            |                            |                     |         |        |   |           |         |         |         |                       |                            |                            |                            |  |  |
| Central Printing                   | 651,454  | 651,454                    | 662,054                    |                |                |                                    |  |  |  |                  |             |             |             |                  |         |         |         |            |            |            |   |                |         |         |         |            |           |           |           |                            |   |   |            |                       |   |   |   |                           |                            |                            |                            |                                |  |  |  |                              |              |              |              |                   |   |   |   |                       |         |         |        |                              |                            |                            |                            |                     |         |        |   |           |         |         |         |                       |                            |                            |                            |  |  |
| Motor Pool                         | 10,320,518   | 10,140,729                 | 0                          |                |                |                                    |  |  |  |                  |             |             |             |                  |         |         |         |            |            |            |   |                |         |         |         |            |           |           |           |                            |   |   |            |                       |   |   |   |                           |                            |                            |                            |                                |  |  |  |                              |              |              |              |                   |   |   |   |                       |         |         |        |                              |                            |                            |                            |                     |         |        |   |           |         |         |         |                       |                            |                            |                            |  |  |
| Postal Service                     | 914,113  | 914,113                    | 908,429                    |                |                |                                    |  |  |  |                  |             |             |             |                  |         |         |         |            |            |            |   |                |         |         |         |            |           |           |           |                            |   |   |            |                       |   |   |   |                           |                            |                            |                            |                                |  |  |  |                              |              |              |              |                   |   |   |   |                       |         |         |        |                              |                            |                            |                            |                     |         |        |   |           |         |         |         |                       |                            |                            |                            |  |  |
| Radio Shop                         | 2,455,783  | 3,002,483                  | 3,052,177                  |                |                |                                    |  |  |  |                  |             |             |             |                  |         |         |         |            |            |            |   |                |         |         |         |            |           |           |           |                            |   |   |            |                       |   |   |   |                           |                            |                            |                            |                                |  |  |  |                              |              |              |              |                   |   |   |   |                       |         |         |        |                              |                            |                            |                            |                     |         |        |   |           |         |         |         |                       |                            |                            |                            |  |  |
| Office of Fleet Management         | 0  | 0                          | 13,022,862                 |                |                |                                    |  |  |  |                  |             |             |             |                  |         |         |         |            |            |            |   |                |         |         |         |            |           |           |           |                            |   |   |            |                       |   |   |   |                           |                            |                            |                            |                                |  |  |  |                              |              |              |              |                   |   |   |   |                       |         |         |        |                              |                            |                            |                            |                     |         |        |   |           |         |         |         |                       |                            |                            |                            |  |  |
| Special purpose funds              | 0  | 0                          | 0                          |                |                |                                    |  |  |  |                  |             |             |             |                  |         |         |         |            |            |            |   |                |         |         |         |            |           |           |           |                            |   |   |            |                       |   |   |   |                           |                            |                            |                            |                                |  |  |  |                              |              |              |              |                   |   |   |   |                       |         |         |        |                              |                            |                            |                            |                     |         |        |   |           |         |         |         |                       |                            |                            |                            |  |  |
| <b>Total Expenditures</b>          | <u><b>\$20,710,161</b></u>   | <u><b>\$22,913,528</b></u> | <u><b>\$26,717,681</b></u> |                |                |                                    |  |  |  |                  |             |             |             |                  |         |         |         |            |            |            |   |                |         |         |         |            |           |           |           |                            |   |   |            |                       |   |   |   |                           |                            |                            |                            |                                |  |  |  |                              |              |              |              |                   |   |   |   |                       |         |         |        |                              |                            |                            |                            |                     |         |        |   |           |         |         |         |                       |                            |                            |                            |  |  |
| <b>Revenues and Transfers:</b>     |  |                            |                            |                |                |                                    |  |  |  |                  |             |             |             |                  |         |         |         |            |            |            |   |                |         |         |         |            |           |           |           |                            |   |   |            |                       |   |   |   |                           |                            |                            |                            |                                |  |  |  |                              |              |              |              |                   |   |   |   |                       |         |         |        |                              |                            |                            |                            |                     |         |        |   |           |         |         |         |                       |                            |                            |                            |  |  |
| Charges, Commissions, & Fees       | \$10,946,106   | \$12,822,359               | \$18,406,824               |                |                |                                    |  |  |  |                  |             |             |             |                  |         |         |         |            |            |            |   |                |         |         |         |            |           |           |           |                            |   |   |            |                       |   |   |   |                           |                            |                            |                            |                                |  |  |  |                              |              |              |              |                   |   |   |   |                       |         |         |        |                              |                            |                            |                            |                     |         |        |   |           |         |         |         |                       |                            |                            |                            |  |  |
| Other Governments                  | 0  | 0                          | 0                          |                |                |                                    |  |  |  |                  |             |             |             |                  |         |         |         |            |            |            |   |                |         |         |         |            |           |           |           |                            |   |   |            |                       |   |   |   |                           |                            |                            |                            |                                |  |  |  |                              |              |              |              |                   |   |   |   |                       |         |         |        |                              |                            |                            |                            |                     |         |        |   |           |         |         |         |                       |                            |                            |                            |  |  |
| Other Program Revenue              | 358,500  | 444,000                    | 51,000                     |                |                |                                    |  |  |  |                  |             |             |             |                  |         |         |         |            |            |            |   |                |         |         |         |            |           |           |           |                            |   |   |            |                       |   |   |   |                           |                            |                            |                            |                                |  |  |  |                              |              |              |              |                   |   |   |   |                       |         |         |        |                              |                            |                            |                            |                     |         |        |   |           |         |         |         |                       |                            |                            |                            |  |  |
| <b>Total Program Revenue</b>       | <u><b>\$11,304,606</b></u>   | <u><b>\$13,266,359</b></u> | <u><b>\$18,457,824</b></u> |                |                |                                    |  |  |  |                  |             |             |             |                  |         |         |         |            |            |            |   |                |         |         |         |            |           |           |           |                            |   |   |            |                       |   |   |   |                           |                            |                            |                            |                                |  |  |  |                              |              |              |              |                   |   |   |   |                       |         |         |        |                              |                            |                            |                            |                     |         |        |   |           |         |         |         |                       |                            |                            |                            |  |  |
| Non-program Revenue                | 335,870  | 60,000                     | 0                          |                |                |                                    |  |  |  |                  |             |             |             |                  |         |         |         |            |            |            |   |                |         |         |         |            |           |           |           |                            |   |   |            |                       |   |   |   |                           |                            |                            |                            |                                |  |  |  |                              |              |              |              |                   |   |   |   |                       |         |         |        |                              |                            |                            |                            |                     |         |        |   |           |         |         |         |                       |                            |                            |                            |  |  |
| Transfers                          | 151,324  | 319,324                    | 350,662                    |                |                |                                    |  |  |  |                  |             |             |             |                  |         |         |         |            |            |            |   |                |         |         |         |            |           |           |           |                            |   |   |            |                       |   |   |   |                           |                            |                            |                            |                                |  |  |  |                              |              |              |              |                   |   |   |   |                       |         |         |        |                              |                            |                            |                            |                     |         |        |   |           |         |         |         |                       |                            |                            |                            |  |  |
| <b>Total Revenues</b>              | <u><b>\$11,791,800</b></u>   | <u><b>\$13,645,683</b></u> | <u><b>\$18,808,486</b></u> |                |                |                                    |  |  |  |                  |             |             |             |                  |         |         |         |            |            |            |   |                |         |         |         |            |           |           |           |                            |   |   |            |                       |   |   |   |                           |                            |                            |                            |                                |  |  |  |                              |              |              |              |                   |   |   |   |                       |         |         |        |                              |                            |                            |                            |                     |         |        |   |           |         |         |         |                       |                            |                            |                            |  |  |
| <b>Positions</b>                   | Total Budgeted Positions   | 137                        | 135                        | 138            |                |                                    |  |  |  |                  |             |             |             |                  |         |         |         |            |            |            |   |                |         |         |         |            |           |           |           |                            |   |   |            |                       |   |   |   |                           |                            |                            |                            |                                |  |  |  |                              |              |              |              |                   |   |   |   |                       |         |         |        |                              |                            |                            |                            |                     |         |        |   |           |         |         |         |                       |                            |                            |                            |  |  |
| <b>Contacts</b>                    | Director of General Services: Michael Bradley    email: michael_bradley@metro.nashville.org<br>Financial Manager: Glenda Gregory    email: glenda_gregory@metro.nashville.org<br><br>222 Building, 3 <sup>rd</sup> Floor, 37201    Phone: 862-5050    FAX: 862-5035  |                            |                            |                |                |                                    |  |  |  |                  |             |             |             |                  |         |         |         |            |            |            |   |                |         |         |         |            |           |           |           |                            |   |   |            |                       |   |   |   |                           |                            |                            |                            |                                |  |  |  |                              |              |              |              |                   |   |   |   |                       |         |         |        |                              |                            |                            |                            |                     |         |        |   |           |         |         |         |                       |                            |                            |                            |  |  |

## Organizational Structure



# 10 General Services–At a Glance



## Budget Highlights FY 2003

|  |                  |
|--|------------------|
| • Transfers Record Center building maintenance from Metro Clerk  | \$3,700          |
| • Transfer building maintenance from Juvenile Court for Juvenile Justice Center  | 243,900          |
| • Building Maintenance Lead Mechanic and Building Maintenance Mechanic positions for Juvenile Justice Center maintenance | 78,600           |
| • Building Maintenance Lead Mechanic for building maintenance  | 42,600           |
| • Janitorial services for the 222 Building   | 17,000           |
| • Enhanced security for Criminal Justice Center, Stahlman, Howard Office and 222 Building                                | 327,000          |
| • Property protection price increase/repairs and maintenance services  | 46,500           |
| • Pay Plan/Benefit adjustments   | 83,400           |
| • 800 MHz Radio System   | -22,500          |
| • Fleet Management Consolidation net adjustment  | 5,749            |
| • Information Systems billing  | 55,161           |
| • Telecommunication net adjustment   | -13,700          |
| <b>Total</b>   | <b>\$867,410</b> |

\*Radio Shop and Postal Service

\* No overall budget adjustment to these funds. Rate structure revisions are in the department's budget.

## Overview

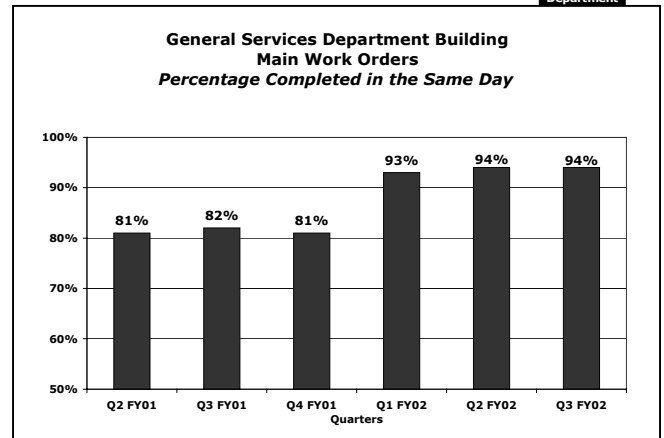
### COMMUNICATIONS DIVISION

**The Radio Shop** services and maintains the microwave radio network for public safety agencies. It installs, services and maintains radio field equipment, including electronic emergency equipment for 26 Metro agencies and five other government agencies.

**The Central Printing Division** provides in-house bulk printing and duplicating services for Metro departments, offices, and agencies including the Capital Improvements Budget and Program, pay plans, stationary, business cards, and other jobs.

### FLEET DIVISION

**The Office of Fleet Management** provides light duty vehicles for most general government agencies, by leasing vehicles to departments. It maintains and services these vehicles, and operates 7 fueling sites. In fiscal year 2003,



these services will be consolidated with four other Metro department's fleet operations. The new internal service fund will be called the Office of Fleet Management and will report under General Services.

### BUILDING MAINTENANCE & OPERATIONS DIVISION

**The Public Service Program** provides cleaning services in certain facilities, including: Stahlman Building, Ben West Building, Criminal Justice Center, and Howard Office Building.

**The Buildings Division** administers and operates housing for governmental functions and maintenance of buildings and parking facilities for government employees. The Division provides services to approximately 2.0 million square feet of building space in 51 different locations. The major buildings include Metro Courthouse, Stahlman Building, Justice Center, Ben West Building, Emergency Communication Center, Police precincts and other police service buildings, Howard Office and the Metro Office buildings, Juvenile Justice Center, Lindsley Hall, and General Services facilities.

### ADMINISTRATIVE DIVISION

**The Postal Service Division** provides internal mail and messenger services and facilitates more efficient handling of US mail with twice daily pickup/delivery service. Revenue comes from rate charges. A cooperative program with the state postal service has enabled additional savings to departments frequently corresponding with state offices.

**The Fiscal, Budget & Human Resources Division** provides assistance to the General Services Director and other General Services employees by coordinating training programs; providing accurate and timely financial reports, payroll reports and attendance reports; assisting in the preparation of the operating and capital budget; assisting with the development of the Departmental strategic plan, performance measures and Departmental Rules; and assisting in all Human Resource procedures and issues.

# 10 General Services-Performance



| Objectives   | Performance Measures                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|---|-------------------|--------------------|-------------------|-------------------|
| <b>COMMUNICATIONS DIVISION</b>   |   |                   |                    |                   |                   |
| <b>Radio Shop</b>  |   |                   |                    |                   |                   |
| 1. Maintain current radio system.  | Emergency repair hours                          | 1,000             | 273                | 250               | 65                |
| 2. Provide preventive and corrective maintenance program for Radio system.   | Number of work orders completed                 | na                | na                 | na                | 4,300             |
| <b>Central Printing Division</b>   |   |                   |                    |                   |                   |
| 1. Provide printing services   | Total printing orders                           | 2,200             | 2,017              | 2,200             | 2,200             |
| <b>FLEET DIVISION</b>  |   |                   |                    |                   |                   |
| <b>Office of Fleet Management</b>  |   |                   |                    |                   |                   |
| 1. Provide preventive and corrective maintenance program for fleet vehicles. | a. Preventive maintenance work orders           | 10,450            | 6,674              | 10,500            | 10,500            |
|  | b. Corrective maintenance work orders           | 8,550             | 6,674              | 8,000             | 8,000             |
| <b>BUILDING MAINTENANCE &amp; OPERATIONS DIVISION</b>                        |   |                   |                    |                   |                   |
| <b>Buildings Division</b>  |   |                   |                    |                   |                   |
| 1. Provide corrective maintenance for assigned buildings.                    | a. Corrective maintenance calls                 | 7,000             | 8,424              | 8,500             | 9,000             |
|  | b. Initiated by staff (%)                       | 65                | 69                 | 80                | 90                |
|  | c. Initiated by tenant (%)                      | 35                | 31                 | 20                | 10                |
|  | d. Complete same day (%)                        | 88                | 81                 | 95                | 95                |
| <b>ADMINISTRATIVE DIVISION</b>   |   |                   |                    |                   |                   |
| <b>Postal Service Division</b>   |   |                   |                    |                   |                   |
| 1. Provide same day turnaround of 95% mail.                                  | a. Average pieces of mail handled per workday   | 8,000             | 13,557             | 16,000            | 14,500            |
|  | b. Average processed same day (%)               | 95                | 95                 | 95                | 95                |
| <b>Fiscal, Budget &amp; Human Resources Division</b>                         |   |                   |                    |                   |                   |
| 1. Develop training plan for General Services Employees.                     | Number of employees attending training classes  | 125               | 35                 | 112               | 115               |
| 2. Develop strategic plan and performance measures.                          | a. Percentage of strategic plan completed       | na                | na                 | na                | 100%              |
|  | b. Percentage of performance measures completed | na                | na                 | na                | 100%              |

# 10 General Services–Financial



## General Services GSD General Fund

| EXPENSE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>OPERATING EXPENSE:</b>                        |                   |                    |                   |                   |
| <b>PERSONAL SERVICES:</b>                        |                   |                    |                   |                   |
| Salary Expense                                   | 1,517,770         | 1,344,409          | 1,816,201         | 1,986,301         |
| Fringe Benefits                                  | 426,429           | 373,066            | 506,359           | 540,859           |
| Per Diem & Other Fees                            | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL PERSONAL SERVICES</b>                   | <b>1,944,199</b>  | <b>1,717,475</b>   | <b>2,322,560</b>  | <b>2,527,160</b>  |
| <b>OTHER SERVICES:</b>                           |                   |                    |                   |                   |
| Utilities  | 3,216,729         | 2,846,514          | 3,654,345         | 3,857,545         |
| Professional Services                            | 17,200            | 65,895             | 52,200            | 52,200            |
| Purchased Services                               | 597,832           | 663,081            | 1,393,086         | 1,805,186         |
| Travel   | 600               | 9,939              | 10,800            | 10,800            |
| Communications                                   | 296               | 13,172             | 15,896            | 15,896            |
| Printing   | 0                 | 266                | 0                 | 0                 |
| Advertising & Promotion                          | 0                 | 99                 | 0                 | 0                 |
| Subscriptions                                    | 82                | 80                 | 82                | 82                |
| Tuition, Reg., & Membership Dues                 | 0                 | 0                  | 0                 | 0                 |
| Repairs & Maintenance Services                   | 332,168           | 454,733            | 472,058           | 485,758           |
| Internal Service Fees                            | 95,657            | 119,299            | 111,132           | 135,842           |
| <b>TOTAL OTHER SERVICES</b>                      | <b>4,260,564</b>  | <b>4,173,078</b>   | <b>5,709,599</b>  | <b>6,363,309</b>  |
| <b>OTHER EXPENSE:</b>                            |                   |                    |                   |                   |
| Supplies and Materials                           | 159,709           | 238,628            | 168,769           | 174,969           |
| Misc. Other Expenses & Payments                  | 0                 | 0                  | 0                 | 0                 |
| Fixed Charges                                    | 0                 | 152                | 0                 | 0                 |
| Licenses, Permits, & Fees                        | 3,200             | 9,983              | 3,200             | 6,100             |
| Taxes  | 0                 | 0                  | 0                 | 0                 |
| Grant Contributions & Awards                     | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL OTHER EXPENSE</b>                       | <b>162,909</b>    | <b>248,763</b>     | <b>171,969</b>    | <b>181,069</b>    |
| <b>PENSION, ANNUITY, DEBT, &amp; OTHER COSTS</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>EQUIPMENT, BUILDINGS, &amp; LAND</b>          | <b>621</b>        | <b>0</b>           | <b>621</b>        | <b>621</b>        |
| <b>SPECIAL PROJECTS</b>                          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL OPERATING EXPENSE</b>                   | <b>6,368,293</b>  | <b>6,139,316</b>   | <b>8,204,749</b>  | <b>9,072,159</b>  |
| <b>TRANSFERS TO OTHER FUNDS &amp; UNITS:</b>     | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL EXPENSE AND TRANSFERS</b>               | <b>6,368,293</b>  | <b>6,139,316</b>   | <b>8,204,749</b>  | <b>9,072,159</b>  |

# 10 General Services–Financial



## General Services GSD General Fund

|  | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>REVENUE AND TRANSFERS</b>                     |                   |                    |                   |                   |
| <b>PROGRAM REVENUE:</b>                          |                   |                    |                   |                   |
| <b>Charges, Commissions, &amp; Fees</b>          |                   |                    |                   |                   |
| Charges For Current Services                     | 0                 | 1,183              | 0                 | 1,000             |
| Commissions and Fees                             | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Charges, Commissions, &amp; Fees</b> | <b>0</b>          | <b>1,183</b>       | <b>0</b>          | <b>1,000</b>      |
| <b>Other Governments &amp; Agencies</b>          |                   |                    |                   |                   |
| Federal Direct                                   | 0                 | 0                  | 0                 | 0                 |
| Federal Through State                            | 0                 | 0                  | 0                 | 0                 |
| Federal Through Other Pass-Through               | 0                 | 0                  | 0                 | 0                 |
| State Direct                                     | 0                 | 0                  | 0                 | 0                 |
| Other Government Agencies                        | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Governments &amp; Agencies</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>Other Program Revenue</b>                     |                   |                    |                   |                   |
| Contributions and Gifts                          | 0                 | 0                  | 0                 | 0                 |
| Miscellaneous Revenue                            | 0                 | 10                 | 0                 | 0                 |
| Use of Money or Property                         | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Program Revenue</b>            | <b>0</b>          | <b>10</b>          | <b>0</b>          | <b>0</b>          |
| <b>TOTAL PROGRAM REVENUE</b>                     | <b>0</b>          | <b>1,193</b>       | <b>0</b>          | <b>1,000</b>      |
| <b>NON-PROGRAM REVENUE:</b>                      |                   |                    |                   |                   |
| Property Taxes                                   | 0                 | 0                  | 0                 | 0                 |
| Local Option Sales Tax                           | 0                 | 0                  | 0                 | 0                 |
| Other Taxes, Licenses, & Permits                 | 0                 | 0                  | 0                 | 0                 |
| Fines, Forfeits, & Penalties                     | 0                 | 0                  | 0                 | 0                 |
| Compensation From Property                       | 168,870           | 0                  | 0                 | 0                 |
| <b>TOTAL NON-PROGRAM REVENUE</b>                 | <b>168,870</b>    | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TRANSFERS FROM OTHER FUNDS AND UNITS:</b>     | <b>0</b>          | <b>196,545</b>     | <b>168,000</b>    | <b>350,662</b>    |
| <b>TOTAL REVENUE AND TRANSFERS</b>               | <b>168,870</b>    | <b>197,738</b>     | <b>168,000</b>    | <b>351,662</b>    |

# 10 General Services–Financial



## General Services Central Printing

| EXPENSE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>OPERATING EXPENSE:</b>                        |                   |                    |                   |                   |
| <b>PERSONAL SERVICES:</b>                        |                   |                    |                   |                   |
| Salary Expense                                   | 278,452           | 279,395            | 299,920           | 309,120           |
| Fringe Benefits                                  | 92,289            | 81,010             | 92,289            | 93,689            |
| Per Diem & Other Fees                            | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL PERSONAL SERVICES</b>                   | <b>370,741</b>    | <b>360,405</b>     | <b>392,209</b>    | <b>402,809</b>    |
| <b>OTHER SERVICES:</b>                           |                   |                    |                   |                   |
| Utilities  | 8,654             | 5,764              | 8,654             | 8,654             |
| Professional Services                            | 0                 | 0                  | 0                 | 0                 |
| Purchased Services                               | 5,147             | 20,026             | 22,647            | 22,647            |
| Travel   | 100               | 22                 | 100               | 100               |
| Communications                                   | 12                | 0                  | 12                | 12                |
| Printing   | 18,500            | 8,646              | 12,000            | 12,000            |
| Advertising & Promotion                          | 0                 | 0                  | 0                 | 0                 |
| Subscriptions                                    | 0                 | 0                  | 0                 | 0                 |
| Tuition, Reg., & Membership Dues                 | 150               | 350                | 150               | 150               |
| Repairs & Maintenance Services                   | 18,000            | 5,924              | 12,000            | 12,000            |
| Internal Service Fees                            | 16,181            | 17,169             | 15,035            | 15,035            |
| <b>TOTAL OTHER SERVICES</b>                      | <b>66,744</b>     | <b>57,901</b>      | <b>70,598</b>     | <b>70,598</b>     |
| <b>OTHER EXPENSE:</b>                            |                   |                    |                   |                   |
| Supplies and Materials                           | 156,832           | 156,653            | 147,239           | 147,239           |
| Misc. Other Expenses & Payments                  | 0                 | 0                  | 0                 | 0                 |
| Fixed Charges                                    | 13,825            | 7,828              | 13,825            | 13,825            |
| Licenses, Permits, & Fees                        | 0                 | 0                  | 0                 | 0                 |
| Taxes  | 0                 | 0                  | 0                 | 0                 |
| Grant Contributions & Awards                     | 214               | 0                  | 214               | 214               |
| <b>TOTAL OTHER EXPENSE</b>                       | <b>170,871</b>    | <b>164,481</b>     | <b>161,278</b>    | <b>161,278</b>    |
| <b>PENSION, ANNUITY, DEBT, &amp; OTHER COSTS</b> | <b>0</b>          | <b>45,202</b>      | <b>0</b>          | <b>0</b>          |
| <b>EQUIPMENT, BUILDINGS, &amp; LAND</b>          | <b>43,098</b>     | <b>0</b>           | <b>27,369</b>     | <b>27,369</b>     |
| <b>SPECIAL PROJECTS</b>                          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL OPERATING EXPENSE</b>                   | <b>651,454</b>    | <b>627,989</b>     | <b>651,454</b>    | <b>662,054</b>    |
| <b>TRANSFERS TO OTHER FUNDS &amp; UNITS:</b>     | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL EXPENSE AND TRANSFERS</b>               | <b>651,454</b>    | <b>627,989</b>     | <b>651,454</b>    | <b>662,054</b>    |

# 10 General Services–Financial



## General Services Central Printing

|  | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>REVENUE AND TRANSFERS</b>                     |                   |                    |                   |                   |
| <b>PROGRAM REVENUE:</b>                          |                   |                    |                   |                   |
| <b>Charges, Commissions, &amp; Fees</b>          |                   |                    |                   |                   |
| Charges For Current Services                     | 640,000           | 514,001            | 595,000           | 502,500           |
| Commissions and Fees                             | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Charges, Commissions, &amp; Fees</b> | <b>640,000</b>    | <b>514,001</b>     | <b>595,000</b>    | <b>502,500</b>    |
| <b>Other Governments &amp; Agencies</b>          |                   |                    |                   |                   |
| Federal Direct                                   | 0                 | 0                  | 0                 | 0                 |
| Federal Through State                            | 0                 | 0                  | 0                 | 0                 |
| Federal Through Other Pass-Through               | 0                 | 0                  | 0                 | 0                 |
| State Direct                                     | 0                 | 0                  | 0                 | 0                 |
| Other Government Agencies                        | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Governments &amp; Agencies</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>Other Program Revenue</b>                     |                   |                    |                   |                   |
| Contributions and Gifts                          | 0                 | 0                  | 0                 | 0                 |
| Miscellaneous Revenue                            | 0                 | 733                | 0                 | 0                 |
| Use of Money or Property                         | 22,000            | 30,228             | 30,000            | 16,000            |
| <b>Subtotal Other Program Revenue</b>            | <b>22,000</b>     | <b>30,961</b>      | <b>30,000</b>     | <b>16,000</b>     |
| <b>TOTAL PROGRAM REVENUE</b>                     | <b>662,000</b>    | <b>544,962</b>     | <b>625,000</b>    | <b>518,500</b>    |
| <b>NON-PROGRAM REVENUE:</b>                      |                   |                    |                   |                   |
| Property Taxes                                   | 0                 | 0                  | 0                 | 0                 |
| Local Option Sales Tax                           | 0                 | 0                  | 0                 | 0                 |
| Other Taxes, Licenses, & Permits                 | 0                 | 0                  | 0                 | 0                 |
| Fines, Forfeits, & Penalties                     | 0                 | 0                  | 0                 | 0                 |
| Compensation From Property                       | 0                 | (415)              | 0                 | 0                 |
| <b>TOTAL NON-PROGRAM REVENUE</b>                 | <b>0</b>          | <b>(415)</b>       | <b>0</b>          | <b>0</b>          |
| <b>TRANSFERS FROM OTHER FUNDS AND UNITS:</b>     | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL REVENUE AND TRANSFERS</b>               | <b>662,000</b>    | <b>544,547</b>     | <b>625,000</b>    | <b>518,500</b>    |



# 10 General Services–Financial



## General Services Postal Service

| EXPENSE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>OPERATING EXPENSE:</b>                        |                   |                    |                   |                   |
| <b>PERSONAL SERVICES:</b>                        |                   |                    |                   |                   |
| Salary Expense                                   | 153,277           | 151,907            | 164,320           | 172,520           |
| Fringe Benefits                                  | 52,300            | 51,120             | 52,300            | 53,500            |
| Per Diem & Other Fees                            | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL PERSONAL SERVICES</b>                   | <b>205,577</b>    | <b>203,027</b>     | <b>216,620</b>    | <b>226,020</b>    |
| <b>OTHER SERVICES:</b>                           |                   |                    |                   |                   |
| Utilities  | 0                 | 0                  | 0                 | 0                 |
| Professional Services                            | 0                 | 0                  | 0                 | 0                 |
| Purchased Services                               | 1,500             | 1,626              | 1,700             | 1,700             |
| Travel   | 0                 | 0                  | 0                 | 0                 |
| Communications                                   | 687,144           | 583,532            | 676,574           | 650,000           |
| Printing   | 0                 | 0                  | 0                 | 0                 |
| Advertising & Promotion                          | 0                 | 0                  | 0                 | 0                 |
| Subscriptions                                    | 0                 | 0                  | 0                 | 0                 |
| Tuition, Reg., & Membership Dues                 | 0                 | 0                  | 0                 | 0                 |
| Repairs & Maintenance Services                   | 4,039             | 5,993              | 5,000             | 5,000             |
| Internal Service Fees                            | 4,970             | 5,496              | 5,302             | 6,903             |
| <b>TOTAL OTHER SERVICES</b>                      | <b>697,653</b>    | <b>596,647</b>     | <b>688,576</b>    | <b>663,603</b>    |
| <b>OTHER EXPENSE:</b>                            |                   |                    |                   |                   |
| Supplies and Materials                           | 4,487             | 743                | 2,521             | 2,521             |
| Misc. Other Expenses & Payments                  | 0                 | 0                  | 0                 | 0                 |
| Fixed Charges                                    | 811               | 0                  | 811               | 811               |
| Licenses, Permits, & Fees                        | 0                 | 0                  | 0                 | 0                 |
| Taxes  | 0                 | 0                  | 0                 | 0                 |
| Grant Contributions & Awards                     | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL OTHER EXPENSE</b>                       | <b>5,298</b>      | <b>743</b>         | <b>3,332</b>      | <b>3,332</b>      |
| <b>PENSION, ANNUITY, DEBT, &amp; OTHER COSTS</b> | <b>0</b>          | <b>4,765</b>       | <b>0</b>          | <b>0</b>          |
| <b>EQUIPMENT, BUILDINGS, &amp; LAND</b>          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>SPECIAL PROJECTS</b>                          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL OPERATING EXPENSE</b>                   | <b>908,528</b>    | <b>805,182</b>     | <b>908,528</b>    | <b>892,955</b>    |
| <b>TRANSFERS TO OTHER FUNDS &amp; UNITS:</b>     | <b>5,585</b>      | <b>5,502</b>       | <b>5,585</b>      | <b>15,474</b>     |
| <b>TOTAL EXPENSE AND TRANSFERS</b>               | <b>914,113</b>    | <b>810,684</b>     | <b>914,113</b>    | <b>908,429</b>    |

# 10 General Services–Financial



## General Services Postal Service

|  | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>REVENUE AND TRANSFERS</b>                     |                   |                    |                   |                   |
| <b>PROGRAM REVENUE:</b>                          |                   |                    |                   |                   |
| <b>Charges, Commissions, &amp; Fees</b>          |                   |                    |                   |                   |
| Charges For Current Services                     | 702,000           | 641,322            | 702,000           | 908,429           |
| Commissions and Fees                             | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Charges, Commissions, &amp; Fees</b> | <b>702,000</b>    | <b>641,322</b>     | <b>702,000</b>    | <b>908,429</b>    |
| <b>Other Governments &amp; Agencies</b>          |                   |                    |                   |                   |
| Federal Direct                                   | 0                 | 0                  | 0                 | 0                 |
| Federal Through State                            | 0                 | 0                  | 0                 | 0                 |
| Federal Through Other Pass-Through               | 0                 | 0                  | 0                 | 0                 |
| State Direct                                     | 0                 | 0                  | 0                 | 0                 |
| Other Government Agencies                        | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Governments &amp; Agencies</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>Other Program Revenue</b>                     |                   |                    |                   |                   |
| Contributions and Gifts                          | 0                 | 0                  | 0                 | 0                 |
| Miscellaneous Revenue                            | 0                 | 146                | 0                 | 0                 |
| Use of Money or Property                         | 6,500             | 8,606              | 9,000             | 0                 |
| <b>Subtotal Other Program Revenue</b>            | <b>6,500</b>      | <b>8,752</b>       | <b>9,000</b>      | <b>0</b>          |
| <b>TOTAL PROGRAM REVENUE</b>                     | <b>708,500</b>    | <b>650,074</b>     | <b>711,000</b>    | <b>908,429</b>    |
| <b>NON-PROGRAM REVENUE:</b>                      |                   |                    |                   |                   |
| Property Taxes                                   | 0                 | 0                  | 0                 | 0                 |
| Local Option Sales Tax                           | 0                 | 0                  | 0                 | 0                 |
| Other Taxes, Licenses, & Permits                 | 0                 | 0                  | 0                 | 0                 |
| Fines, Forfeits, & Penalties                     | 0                 | 0                  | 0                 | 0                 |
| Compensation From Property                       | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL NON-PROGRAM REVENUE</b>                 | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TRANSFERS FROM OTHER FUNDS AND UNITS:</b>     | <b>151,324</b>    | <b>151,324</b>     | <b>151,324</b>    | <b>0</b>          |
| <b>TOTAL REVENUE AND TRANSFERS</b>               | <b>859,824</b>    | <b>801,398</b>     | <b>862,324</b>    | <b>908,429</b>    |

# 10 General Services–Financial



## General Services Radio Shop

| EXPENSE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>OPERATING EXPENSE:</b>                        |                   |                    |                   |                   |
| <b>PERSONAL SERVICES:</b>                        |                   |                    |                   |                   |
| Salary Expense                                   | 926,140           | 638,788            | 888,445           | 915,145           |
| Fringe Benefits                                  | 281,536           | 185,194            | 281,536           | 285,436           |
| Per Diem & Other Fees                            | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL PERSONAL SERVICES</b>                   | <b>1,207,676</b>  | <b>823,982</b>     | <b>1,169,981</b>  | <b>1,200,581</b>  |
| <b>OTHER SERVICES:</b>                           |                   |                    |                   |                   |
| Utilities  | 50,216            | 67,067             | 68,909            | 68,909            |
| Professional Services                            | 305,000           | 277,194            | 418,825           | 418,825           |
| Purchased Services                               | 13,656            | 7,834              | 15,968            | 15,968            |
| Travel   | 2,657             | 15                 | 2,657             | 2,657             |
| Communications                                   | 0                 | 0                  | 0                 | 0                 |
| Printing   | 0                 | 261                | 0                 | 0                 |
| Advertising & Promotion                          | 0                 | 0                  | 0                 | 0                 |
| Subscriptions                                    | 100               | 0                  | 100               | 100               |
| Tuition, Reg., & Membership Dues                 | 7,000             | 925                | 7,000             | 7,000             |
| Repairs & Maintenance Services                   | 221,019           | 52,028             | 490,624           | 490,624           |
| Internal Service Fees                            | 64,524            | 63,530             | 64,524            | 83,618            |
| <b>TOTAL OTHER SERVICES</b>                      | <b>664,172</b>    | <b>468,854</b>     | <b>1,068,607</b>  | <b>1,087,701</b>  |
| <b>OTHER EXPENSE:</b>                            |                   |                    |                   |                   |
| Supplies and Materials                           | 550,235           | 392,220            | 550,235           | 550,235           |
| Misc. Other Expenses & Payments                  | 0                 | 0                  | 0                 | 0                 |
| Fixed Charges                                    | 33,500            | 23,786             | 36,500            | 36,500            |
| Licenses, Permits, & Fees                        | 0                 | 12                 | 176,960           | 176,960           |
| Taxes  | 200               | 0                  | 200               | 200               |
| Grant Contributions & Awards                     | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL OTHER EXPENSE</b>                       | <b>583,935</b>    | <b>416,018</b>     | <b>763,895</b>    | <b>763,895</b>    |
| <b>PENSION, ANNUITY, DEBT, &amp; OTHER COSTS</b> | <b>0</b>          | <b>1,060,078</b>   | <b>0</b>          | <b>0</b>          |
| <b>EQUIPMENT, BUILDINGS, &amp; LAND</b>          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>SPECIAL PROJECTS</b>                          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL OPERATING EXPENSE</b>                   | <b>2,455,783</b>  | <b>2,768,932</b>   | <b>3,002,483</b>  | <b>3,052,177</b>  |
| <b>TRANSFERS TO OTHER FUNDS &amp; UNITS:</b>     | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL EXPENSE AND TRANSFERS</b>               | <b>2,455,783</b>  | <b>2,768,932</b>   | <b>3,002,483</b>  | <b>3,052,177</b>  |

# 10 General Services–Financial



## General Services Radio Shop

| REVENUE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>PROGRAM REVENUE:</b>                          |                   |                    |                   |                   |
| <b>Charges, Commissions, &amp; Fees</b>          |                   |                    |                   |                   |
| Charges For Current Services                     | 1,950,783         | 1,506,113          | 3,795,359         | 3,972,033         |
| Commissions and Fees                             | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Charges, Commissions, &amp; Fees</b> | <b>1,950,783</b>  | <b>1,506,113</b>   | <b>3,795,359</b>  | <b>3,972,033</b>  |
| <b>Other Governments &amp; Agencies</b>          |                   |                    |                   |                   |
| Federal Direct                                   | 0                 | 0                  | 0                 | 0                 |
| Federal Through State                            | 0                 | 0                  | 0                 | 0                 |
| Federal Through Other Pass-Through               | 0                 | 0                  | 0                 | 0                 |
| State Direct                                     | 0                 | 0                  | 0                 | 0                 |
| Other Government Agencies                        | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Governments &amp; Agencies</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>Other Program Revenue</b>                     |                   |                    |                   |                   |
| Contributions and Gifts                          | 0                 | 0                  | 0                 | 0                 |
| Miscellaneous Revenue                            | 0                 | 3,466              | 0                 | 0                 |
| Use of Money or Property                         | 30,000            | 35,324             | 155,000           | 35,000            |
| <b>Subtotal Other Program Revenue</b>            | <b>30,000</b>     | <b>38,790</b>      | <b>155,000</b>    | <b>35,000</b>     |
| <b>TOTAL PROGRAM REVENUE</b>                     | <b>1,980,783</b>  | <b>1,544,903</b>   | <b>3,950,359</b>  | <b>4,007,033</b>  |
| <b>NON-PROGRAM REVENUE:</b>                      |                   |                    |                   |                   |
| Property Taxes                                   | 0                 | 0                  | 0                 | 0                 |
| Local Option Sales Tax                           | 0                 | 0                  | 0                 | 0                 |
| Other Taxes, Licenses, & Permits                 | 0                 | 0                  | 0                 | 0                 |
| Fines, Forfeits, & Penalties                     | 0                 | 0                  | 0                 | 0                 |
| Compensation From Property                       | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL NON-PROGRAM REVENUE</b>                 | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TRANSFERS FROM OTHER FUNDS AND UNITS:</b>     | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL REVENUE AND TRANSFERS</b>               | <b>1,980,783</b>  | <b>1,544,903</b>   | <b>3,950,359</b>  | <b>4,007,033</b>  |

# 10 General Services–Financial



## General Services Motor Pool

| EXPENSE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>OPERATING EXPENSE:</b>                        |                   |                    |                   |                   |
| <b>PERSONAL SERVICES:</b>                        |                   |                    |                   |                   |
| Salary Expense                                   | 1,389,392         | 1,055,181          | 1,360,740         | 0                 |
| Fringe Benefits                                  | 427,813           | 312,425            | 427,813           | 0                 |
| Per Diem & Other Fees                            | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL PERSONAL SERVICES</b>                   | <b>1,817,205</b>  | <b>1,367,606</b>   | <b>1,788,553</b>  | <b>0</b>          |
| <b>OTHER SERVICES:</b>                           |                   |                    |                   |                   |
| Utilities  | 102,363           | 122,202            | 111,663           | 0                 |
| Professional Services                            | 29,965            | 7,464              | 19,470            | 0                 |
| Purchased Services                               | 70,830            | 54,929             | 72,830            | 0                 |
| Travel   | 10,706            | 283                | 10,706            | 0                 |
| Communications                                   | 0                 | 0                  | 0                 | 0                 |
| Printing   | 8,393             | 0                  | 8,393             | 0                 |
| Advertising & Promotion                          | 0                 | 0                  | 0                 | 0                 |
| Subscriptions                                    | 463               | 0                  | 463               | 0                 |
| Tuition, Reg., & Membership Dues                 | 6,473             | 589                | 6,473             | 0                 |
| Repairs & Maintenance Services                   | 678,404           | 386,773            | 528,404           | 0                 |
| Internal Service Fees                            | 234,055           | 196,679            | 227,366           | 0                 |
| <b>TOTAL OTHER SERVICES</b>                      | <b>1,141,652</b>  | <b>768,919</b>     | <b>985,768</b>    | <b>0</b>          |
| <b>OTHER EXPENSE:</b>                            |                   |                    |                   |                   |
| Supplies and Materials                           | 3,360,656         | 3,520,708          | 3,510,656         | 0                 |
| Misc. Other Expenses & Payments                  | 0                 | 2,516              | 0                 | 0                 |
| Fixed Charges                                    | 137,074           | 92,034             | 137,074           | 0                 |
| Licenses, Permits, & Fees                        | 20,000            | 13,403             | 20,000            | 0                 |
| Taxes  | 0                 | 0                  | 0                 | 0                 |
| Grant Contributions & Awards                     | 1,000             | 0                  | 1,000             | 0                 |
| <b>TOTAL OTHER EXPENSE</b>                       | <b>3,518,730</b>  | <b>3,628,661</b>   | <b>3,668,730</b>  | <b>0</b>          |
| <b>PENSION, ANNUITY, DEBT, &amp; OTHER COSTS</b> | <b>0</b>          | <b>2,648,429</b>   | <b>0</b>          | <b>0</b>          |
| <b>EQUIPMENT, BUILDINGS, &amp; LAND</b>          | <b>3,842,931</b>  | <b>0</b>           | <b>3,697,678</b>  | <b>0</b>          |
| <b>SPECIAL PROJECTS</b>                          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL OPERATING EXPENSE</b>                   | <b>10,320,518</b> | <b>8,413,615</b>   | <b>10,140,729</b> | <b>0</b>          |
| <b>TRANSFERS TO OTHER FUNDS &amp; UNITS:</b>     | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL EXPENSE AND TRANSFERS</b>               | <b>10,320,518</b> | <b>8,413,615</b>   | <b>10,140,729</b> | <b>0</b>          |

The Motor Pool budget will be reflected in the Fleet Management budget for FY 2003.

# 10 General Services–Financial



## General Services Motor Pool

|  | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>REVENUE AND TRANSFERS</b>                     |                   |                    |                   |                   |
| <b>PROGRAM REVENUE:</b>                          |                   |                    |                   |                   |
| <b>Charges, Commissions, &amp; Fees</b>          |                   |                    |                   |                   |
| Charges For Current Services                     | 7,653,323         | 7,996,577          | 7,730,000         | 0                 |
| Commissions and Fees                             | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Charges, Commissions, &amp; Fees</b> | <b>7,653,323</b>  | <b>7,996,577</b>   | <b>7,730,000</b>  | <b>0</b>          |
| <b>Other Governments &amp; Agencies</b>          |                   |                    |                   |                   |
| Federal Direct                                   | 0                 | 0                  | 0                 | 0                 |
| Federal Through State                            | 0                 | 0                  | 0                 | 0                 |
| Federal Through Other Pass-Through               | 0                 | 0                  | 0                 | 0                 |
| State Direct                                     | 0                 | 0                  | 0                 | 0                 |
| Other Government Agencies                        | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Governments &amp; Agencies</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>Other Program Revenue</b>                     |                   |                    |                   |                   |
| Contributions and Gifts                          | 0                 | 0                  | 0                 | 0                 |
| Miscellaneous Revenue                            | 0                 | 1,263              | 0                 | 0                 |
| Use of Money or Property                         | 300,000           | 305,797            | 250,000           | 0                 |
| <b>Subtotal Other Program Revenue</b>            | <b>300,000</b>    | <b>307,060</b>     | <b>250,000</b>    | <b>0</b>          |
| <b>TOTAL PROGRAM REVENUE</b>                     | <b>7,953,323</b>  | <b>8,303,637</b>   | <b>7,980,000</b>  | <b>0</b>          |
| <b>NON-PROGRAM REVENUE:</b>                      |                   |                    |                   |                   |
| Property Taxes                                   | 0                 | 0                  | 0                 | 0                 |
| Local Option Sales Tax                           | 0                 | 0                  | 0                 | 0                 |
| Other Taxes, Licenses, & Permits                 | 0                 | 0                  | 0                 | 0                 |
| Fines, Forfeits, & Penalties                     | 0                 | 0                  | 0                 | 0                 |
| Compensation From Property                       | 167,000           | 163,434            | 60,000            | 0                 |
| <b>TOTAL NON-PROGRAM REVENUE</b>                 | <b>167,000</b>    | <b>163,434</b>     | <b>60,000</b>     | <b>0</b>          |
| <b>TRANSFERS FROM OTHER FUNDS AND UNITS:</b>     | <b>0</b>          | <b>19,563</b>      | <b>0</b>          | <b>0</b>          |
| <b>TOTAL REVENUE AND TRANSFERS</b>               | <b>8,120,323</b>  | <b>8,486,634</b>   | <b>8,040,000</b>  | <b>0</b>          |

The Motor Pool budget will be reflected in the Fleet Management budget for FY 2003.

# 10 General Services–Financial



## General Services Office of Fleet Management

| EXPENSE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>OPERATING EXPENSE:</b>                        |                   |                    |                   |                   |
| <b>PERSONAL SERVICES:</b>                        |                   |                    |                   |                   |
| Salary Expense                                   | 0                 | 0                  | 0                 | 3,877,564         |
| Fringe Benefits                                  | 0                 | 0                  | 0                 | 1,163,270         |
| Per Diem & Other Fees                            | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL PERSONAL SERVICES</b>                   | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>5,040,834</b>  |
| <b>OTHER SERVICES:</b>                           |                   |                    |                   |                   |
| Utilities  | 0                 | 0                  | 0                 | 242,600           |
| Professional Services                            | 0                 | 0                  | 0                 | 33,500            |
| Purchased Services                               | 0                 | 0                  | 0                 | 135,700           |
| Travel   | 0                 | 0                  | 0                 | 17,500            |
| Communications                                   | 0                 | 0                  | 0                 | 19,000            |
| Printing   | 0                 | 0                  | 0                 | 7,000             |
| Advertising & Promotion                          | 0                 | 0                  | 0                 | 0                 |
| Subscriptions                                    | 0                 | 0                  | 0                 | 1,000             |
| Tuition, Reg., & Membership Dues                 | 0                 | 0                  | 0                 | 42,000            |
| Repairs & Maintenance Services                   | 0                 | 0                  | 0                 | 1,016,400         |
| Internal Service Fees                            | 0                 | 0                  | 0                 | 165,832           |
| <b>TOTAL OTHER SERVICES</b>                      | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>1,680,532</b>  |
| <b>OTHER EXPENSE:</b>                            |                   |                    |                   |                   |
| Supplies and Materials                           | 0                 | 0                  | 0                 | 5,921,751         |
| Misc. Other Expenses & Payments                  | 0                 | 0                  | 0                 | 500               |
| Fixed Charges                                    | 0                 | 0                  | 0                 | 125,500           |
| Licenses, Permits, & Fees                        | 0                 | 0                  | 0                 | 27,300            |
| Taxes  | 0                 | 0                  | 0                 | 0                 |
| Grant Contributions & Awards                     | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL OTHER EXPENSE</b>                       | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>6,075,051</b>  |
| <b>PENSION, ANNUITY, DEBT, &amp; OTHER COSTS</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>EQUIPMENT, BUILDINGS, &amp; LAND</b>          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>48,672</b>     |
| <b>SPECIAL PROJECTS</b>                          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL OPERATING EXPENSE</b>                   | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>12,845,089</b> |
| <b>TRANSFERS TO OTHER FUNDS &amp; UNITS:</b>     | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>177,773</b>    |
| <b>TOTAL EXPENSE AND TRANSFERS</b>               | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>13,022,862</b> |

# 10 General Services–Financial



## General Services Office of Fleet Management

| REVENUE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>PROGRAM REVENUE:</b>                          |                   |                    |                   |                   |
| <b>Charges, Commissions, &amp; Fees</b>          |                   |                    |                   |                   |
| Charges For Current Services                     | 0                 | 0                  | 0                 | 13,022,862        |
| Commissions and Fees                             | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Charges, Commissions, &amp; Fees</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>13,022,862</b> |
| <b>Other Governments &amp; Agencies</b>          |                   |                    |                   |                   |
| Federal Direct                                   | 0                 | 0                  | 0                 | 0                 |
| Federal Through State                            | 0                 | 0                  | 0                 | 0                 |
| Federal Through Other Pass-Through               | 0                 | 0                  | 0                 | 0                 |
| State Direct                                     | 0                 | 0                  | 0                 | 0                 |
| Other Government Agencies                        | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Governments &amp; Agencies</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>Other Program Revenue</b>                     |                   |                    |                   |                   |
| Contributions and Gifts                          | 0                 | 0                  | 0                 | 0                 |
| Miscellaneous Revenue                            | 0                 | 0                  | 0                 | 0                 |
| Use of Money or Property                         | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Program Revenue</b>            | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL PROGRAM REVENUE</b>                     | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>13,022,862</b> |
| <b>NON-PROGRAM REVENUE:</b>                      |                   |                    |                   |                   |
| Property Taxes                                   | 0                 | 0                  | 0                 | 0                 |
| Local Option Sales Tax                           | 0                 | 0                  | 0                 | 0                 |
| Other Taxes, Licenses, & Permits                 | 0                 | 0                  | 0                 | 0                 |
| Fines, Forfeits, & Penalties                     | 0                 | 0                  | 0                 | 0                 |
| Compensation From Property                       | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL NON-PROGRAM REVENUE</b>                 | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TRANSFERS FROM OTHER FUNDS AND UNITS:</b>     | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL REVENUE AND TRANSFERS</b>               | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>13,022,862</b> |



# 10 General Services–Financial



**Reminder:** Some classifications were deleted and new classifications (class number 10000 and above) were added to implement the 2002 Reclassification Study & Pay Plan. Many of the class changes from FY 2001 to FY 2002 were due to implementing that Study.

|   |              |       | FY 2001          |                 | FY 2002          |                 | FY 2003          |                 |
|---|--------------|-------|------------------|-----------------|------------------|-----------------|------------------|-----------------|
| <u>Class</u>                                | <u>Grade</u> |       | <u>Bud. Pos.</u> | <u>Bud. FTE</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> |
| <b>10 General Services - GSD Fund 10101</b> |              |       |                  |                 |                  |                 |                  |                 |
| Accountant 2                                | 7237         | GS07  | 1                | 1.0             | 0                | 0.0             | 0                | 0.0             |
| Administrative Assistant                    | 7241         | SR09  | 0                | 0.0             | 2                | 2.0             | 2                | 2.0             |
| Administrative Service Officer 4            | 7245         | SR12  | 0                | 0.0             | 1                | 1.0             | 1                | 1.0             |
| B&G Electrician                             | 1770         | TG12  | 2                | 2.0             | 2                | 2.0             | 2                | 2.0             |
| B&G Lead Electrician                        | 1780         | TL10  | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Bldg Maint Lead Mechanic                    | 2230         | TL10  | 8                | 8.0             | 8                | 8.0             | 10               | 10.0            |
| Bldg Maint Supervisor                       | 7256         | TS11  | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Bldg Maint Supt                             | 0842         | TS13  | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Bldg Maint Worker                           | 7257         | TG04  | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Bldg Maintenance Mech                       | 2220         | TG08  | 5                | 4.5             | 5                | 5.0             | 6                | 6.0             |
| Building Maint Leader                       | 7255         | TG06  | 0                | 0.0             | 1                | 1.0             | 1                | 1.0             |
| Carpenter 1                                 | 0960         | TG10  | 2                | 2.0             | 2                | 2.0             | 2                | 2.0             |
| Carpenter 2                                 | 0970         | TL10  | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Comm Analyst 1                              | 6918         | SR10  | 0                | 0.0             | 1                | 1.0             | 1                | 1.0             |
| Cust Serv Asst Supv                         | 5450         | TS02  | 2                | 1.6             | 2                | 2.0             | 2                | 2.0             |
| Cust Serv Supv                              | 5460         | TS03  | 2                | 2.0             | 2                | 2.0             | 2                | 2.0             |
| Custodian 2                                 | 2630         | TG05  | 14               | 11.4            | 14               | 11.4            | 14               | 11.4            |
| Finance Officer 1                           | 10150        | SR08  | 0                | 0.0             | 1                | 1.0             | 1                | 1.0             |
| Gen Svc Div Mgr                             | 7312         | SR14  | 2                | 2.0             | 2                | 2.0             | 2                | 2.0             |
| General Services Dir                        | 1575         | DP02  | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Office Assistant 2                          | 7748         | GS04  | 1                | 1.0             | 0                | 0.0             | 0                | 0.0             |
| Office Assistant 3                          | 7749         | GS04  | 1                | 1.0             | 0                | 0.0             | 0                | 0.0             |
| Office Support Rep 2                        | 10121        | SR05  | 0                | 0.0             | 1                | 1.0             | 1                | 1.0             |
| Office Support Rep 3                        | 10122        | SR06  | 0                | 0.0             | 1                | 1.0             | 1                | 1.0             |
| Painter                                     | 7341         | WG07  | 1                | 1.0             | 0                | 0.0             | 0                | 0.0             |
| Painter 2                                   | 7342         | TL08  | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Professional Specialist                     | 7753         | SR 11 | 0                | 0.0             | 1                | 1.0             | 1                | 1.0             |
| Property Guard 1                            | 3920         | SR03  | 0                | 0.0             | 2                | 2.0             | 2                | 2.0             |
| <b>Total Positions &amp; FTE</b>            |              |       | <b>48.0</b>      | <b>44.5</b>     | <b>55</b>        | <b>52.4</b>     | <b>58</b>        | <b>55.4</b>     |

## 10 General Services - Central Printing Fund 51136

|                                  |      |      |          |            |          |            |          |            |
|----------------------------------|------|------|----------|------------|----------|------------|----------|------------|
| Printing Equip Operator 1        | 1720 | TG07 | 4        | 4.0        | 4        | 4.0        | 4        | 4.0        |
| Photographer                     | 4690 | SR08 | 1        | 1.0        | 1        | 1.0        | 1        | 1.0        |
| Printing Equip Operator 2        | 5919 | TL07 | 3        | 3.0        | 3        | 3.0        | 3        | 3.0        |
| Printing Shop Supv               | 6875 | TS11 | 1        | 1.0        | 1        | 1.0        | 1        | 1.0        |
| <b>Total Positions &amp; FTE</b> |      |      | <b>9</b> | <b>9.0</b> | <b>9</b> | <b>9.0</b> | <b>9</b> | <b>9.0</b> |

## 10 General Services - Motor Pool Fund 51139

|                                   |      |      |    |      |    |      |    |      |
|-----------------------------------|------|------|----|------|----|------|----|------|
| Automotive Mechanic               | 0680 | TG10 | 1  | 1.0  | 1  | 1.0  | 1  | 1.0  |
| Account Clerk 2                   | 4370 | GS04 | 2  | 2.0  | 0  | 0.0  | 0  | 0.0  |
| Account Clerk 3                   | 3730 | GS05 | 2  | 2.0  | 0  | 0.0  | 0  | 0.0  |
| Administrative Assistant 2        | 7241 | GS08 | 1  | 1.0  | 0  | 0.0  | 0  | 0.0  |
| Administrative Services Mgr       | 7242 | GS12 | 1  | 1.0  | 0  | 0.0  | 0  | 0.0  |
| Administrative Services Officer 3 | 7244 | GS09 | 1  | 1.0  | 0  | 0.0  | 0  | 0.0  |
| Auto Service Writer               | 7250 | SR07 | 1  | 1.0  | 1  | 1.0  | 1  | 1.0  |
| Automotive Mech Leader            | 0690 | TL11 | 4  | 4.0  | 4  | 4.0  | 4  | 4.0  |
| Automotive Mech-Certified         | 6081 | TG11 | 10 | 10.0 | 10 | 10.0 | 10 | 10.0 |
| Automotive Shop Supv              | 0700 | TS11 | 1  | 1.0  | 1  | 1.0  | 1  | 1.0  |
| Craft Helper                      | 7278 | WG04 | 1  | 1.0  | 0  | 0.0  | 0  | 0.0  |
| Data Entry Operator 2             | 4600 | SR05 | 1  | 1.0  | 1  | 1.0  | 1  | 1.0  |

# 10 General Services–Financial



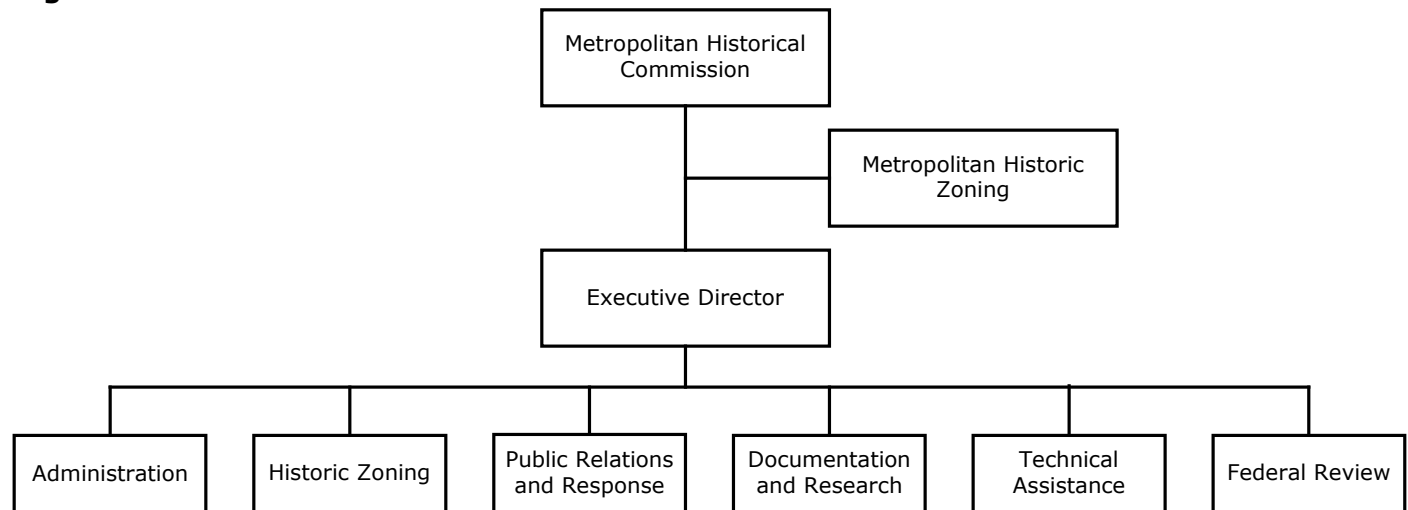
|  |              |      | FY 2001          |                 | FY 2002          |                 | FY 2003          |                 |
|--|--------------|------|------------------|-----------------|------------------|-----------------|------------------|-----------------|
| <u>Class</u>   | <u>Grade</u> |      | <u>Bud. Pos.</u> | <u>Bud. FTE</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> |
| <b>10 General Services – Motor Pool Fund 51139</b>     |              |      |                  |                 |                  |                 |                  |                 |
| Data Programmer  | 6817         | SR07 | 0                | 0.0             | 1                | 1.0             | 1                | 1.0             |
| Equip And Supply Clerk 1                               | 5010         | SR04 | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Equip And Supply Clerk 2                               | 3440         | SR06 | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Equipment Servicer                                     | 7304         | TG05 | 11               | 11.0            | 11               | 11.0            | 11               | 11.0            |
| Fleet Manager - Light Equipment                        | 5947         | SR12 | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Gen Svc Div Mgr  | 7312         | SR14 | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Maint & Repair Worker 2                                | 7328         | TG04 | 0                | 0.0             | 1                | 1.0             | 1                | 1.0             |
| Office Support Rep 2                                   | 10121        | SR05 | 0                | 0.0             | 2                | 2.0             | 2                | 2.0             |
| Office Support Rep 3                                   | 10122        | SR06 | 0                | 0.0             | 2                | 2.0             | 2                | 2.0             |
| Office Support Spec1                                   | 10123        | SR07 | 0                | 0.0             | 1                | 1.0             | 1                | 1.0             |
| Office Assistant 2                                     | 7748         | GS04 | 1                | 1.0             | 0                | 0.0             | 0                | 0.0             |
| Office Manager 1                                       | 5956         | GS06 | 1                | 1.0             | 0                | 0.0             | 0                | 0.0             |
| Parts Supervisor                                       | 7345         | SR09 | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Professional Specialist                                | 7753         | GS10 | 1                | 1.0             | 0                | 0.0             | 0                | 0.0             |
| Programmer   | 1304         | GS05 | 1                | 1.0             | 0                | 0.0             | 0                | 0.0             |
| Property Guard 1                                       | 3920         | GS02 | 2                | 1.8             | 0                | 0.0             | 0                | 0.0             |
| <b>Total Positions &amp; FTE</b>                       |              |      | <b>48</b>        | <b>47.8</b>     | <b>41</b>        | <b>41.0</b>     | <b>41</b>        | <b>41.0</b>     |
| <b>10 General Services - Postal Service Fund 51151</b> |              |      |                  |                 |                  |                 |                  |                 |
| Customer Service Supv.                                 | 6598         | GS09 | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Mail Clerk Carrier                                     | 5910         | GS04 | 4                | 4.0             | 4                | 4.0             | 4                | 4.0             |
| Office Support Rep 3                                   | 10122        | SR06 | 0                | 0.0             | 1                | 1.0             | 1                | 1.0             |
| Office Assistant 3                                     | 7749         | GS05 | 1                | 1.0             | 0                | 0.0             | 0                | 0.0             |
| <b>Total Positions &amp; FTE</b>                       |              |      | <b>6</b>         | <b>6.0</b>      | <b>6</b>         | <b>6.0</b>      | <b>6</b>         | <b>6.0</b>      |
| <b>10 General Services - Radio Shop Fund 51153</b>     |              |      |                  |                 |                  |                 |                  |                 |
| Account Clerk 2  | 4370         | GS04 | 1                | 1.0             | 0                | 0.0             | 0                | 0.0             |
| Administrative Assistant                               | 7241         | SR09 | 2                | 2.0             | 1                | 1.0             | 1                | 1.0             |
| Communications Analyst 1                               | 6918         | GS09 | 1                | 1.0             | 0                | 0.0             | 0                | 0.0             |
| Communications Analyst 2                               | 7769         | SR11 | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Equip And Supply Clerk 2                               | 3440         | SR06 | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Equip And Supply Supervisor                            | 3027         | SR07 | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Gen Svc Div Mgr  | 7312         | SR14 | 1                | 1.0             | 2                | 2.0             | 2                | 2.0             |
| Office Support Rep 2                                   | 10121        | SR05 | 0                | 0.0             | 1                | 1.0             | 1                | 1.0             |
| Radio Technician 1                                     | 6613         | TG08 | 8                | 8.0             | 8                | 8.0             | 8                | 8.0             |
| Radio Technician 2                                     | 4040         | TG11 | 5                | 5.0             | 5                | 5.0             | 5                | 5.0             |
| Radio Technician 3                                     | 6213         | WL11 | 2                | 2.0             | 2                | 2.0             | 2                | 2.0             |
| Special Projects Manager                               | 7762         | GS14 | 1                | 1.0             | 0                | 0.0             | 0                | 0.0             |
| Technical Specialist 1                                 | 7756         | SR11 | 2                | 2.0             | 2                | 2.0             | 2                | 2.0             |
| <b>Total Positions &amp; FTE</b>                       |              |      | <b>26</b>        | <b>26.0</b>     | <b>24</b>        | <b>24.0</b>     | <b>24</b>        | <b>24.0</b>     |

This schedule does not reflect the anticipated transfer of positions and personnel from Public Works, Parks, Fire, Water Services, and Motor Pool to the Office of Fleet Management.

# 11 Historical Commission–At a Glance

| <b>Vision</b>                      | The preservation of Davidson County's heritage will be recognized as essential to community identity, neighborhood revitalization, and general economic health. The Historical Commission will act with professional integrity, will be proactive and collaborative in its programs, and will make preservation services available to the Davidson County community.  |                         |                         |                |                |                                    |  |  |  |                  |           |           |           |                       |   |   |   |                           |                         |                         |                         |                                |  |  |  |                              |     |     |     |                   |        |   |   |                       |       |   |   |                              |                        |                   |                   |                     |   |   |   |           |   |        |        |                       |                        |                        |                        |  |  |
|------------------------------------|---|-------------------------|-------------------------|----------------|----------------|------------------------------------|--|--|--|------------------|-----------|-----------|-----------|-----------------------|---|---|---|---------------------------|-------------------------|-------------------------|-------------------------|--------------------------------|--|--|--|------------------------------|-----|-----|-----|-------------------|--------|---|---|-----------------------|-------|---|---|------------------------------|------------------------|-------------------|-------------------|---------------------|---|---|---|-----------|---|--------|--------|-----------------------|------------------------|------------------------|------------------------|--|--|
| <b>Mission</b>                     | To preserve, protect, and document the history, historic places, buildings, and neighborhoods of Davidson County through education, technical assistance, and advocacy.   |                         |                         |                |                |                                    |  |  |  |                  |           |           |           |                       |   |   |   |                           |                         |                         |                         |                                |  |  |  |                              |     |     |     |                   |        |   |   |                       |       |   |   |                              |                        |                   |                   |                     |   |   |   |           |   |        |        |                       |                        |                        |                        |  |  |
| <b>Budget Summary</b>              | <table> <tr> <th></th><th><u>2000-01</u></th><th><u>2001-02</u></th><th><u>2002-03</u></th></tr> <tr> <td><b>Expenditures and Transfers:</b></td><td></td><td></td><td></td></tr> <tr> <td>GSD General Fund</td><td>\$410,915</td><td>\$459,443</td><td>\$470,765</td></tr> <tr> <td>Special purpose funds</td><td>0</td><td>0</td><td>0</td></tr> <tr> <td><b>Total Expenditures</b></td><td><b><u>\$410,915</u></b></td><td><b><u>\$459,443</u></b></td><td><b><u>\$470,765</u></b></td></tr> <tr> <td><b>Revenues and Transfers:</b></td><td></td><td></td><td></td></tr> <tr> <td>Charges, Commissions, &amp; Fees</td><td>\$0</td><td>\$0</td><td>\$0</td></tr> <tr> <td>Other Governments</td><td>10,000</td><td>0</td><td>0</td></tr> <tr> <td>Other Program Revenue</td><td>1,000</td><td>0</td><td>0</td></tr> <tr> <td><b>Total Program Revenue</b></td><td><b><u>\$11,000</u></b></td><td><b><u>\$0</u></b></td><td><b><u>\$0</u></b></td></tr> <tr> <td>Non-program Revenue</td><td>0</td><td>0</td><td>0</td></tr> <tr> <td>Transfers</td><td>0</td><td>10,000</td><td>10,000</td></tr> <tr> <td><b>Total Revenues</b></td><td><b><u>\$11,000</u></b></td><td><b><u>\$10,000</u></b></td><td><b><u>\$10,000</u></b></td></tr> </table> |                         | <u>2000-01</u>          | <u>2001-02</u> | <u>2002-03</u> | <b>Expenditures and Transfers:</b> |  |  |  | GSD General Fund | \$410,915 | \$459,443 | \$470,765 | Special purpose funds | 0 | 0 | 0 | <b>Total Expenditures</b> | <b><u>\$410,915</u></b> | <b><u>\$459,443</u></b> | <b><u>\$470,765</u></b> | <b>Revenues and Transfers:</b> |  |  |  | Charges, Commissions, & Fees | \$0 | \$0 | \$0 | Other Governments | 10,000 | 0 | 0 | Other Program Revenue | 1,000 | 0 | 0 | <b>Total Program Revenue</b> | <b><u>\$11,000</u></b> | <b><u>\$0</u></b> | <b><u>\$0</u></b> | Non-program Revenue | 0 | 0 | 0 | Transfers | 0 | 10,000 | 10,000 | <b>Total Revenues</b> | <b><u>\$11,000</u></b> | <b><u>\$10,000</u></b> | <b><u>\$10,000</u></b> |  |  |
|                                    | <u>2000-01</u>  | <u>2001-02</u>          | <u>2002-03</u>          |                |                |                                    |  |  |  |                  |           |           |           |                       |   |   |   |                           |                         |                         |                         |                                |  |  |  |                              |     |     |     |                   |        |   |   |                       |       |   |   |                              |                        |                   |                   |                     |   |   |   |           |   |        |        |                       |                        |                        |                        |  |  |
| <b>Expenditures and Transfers:</b> |   |                         |                         |                |                |                                    |  |  |  |                  |           |           |           |                       |   |   |   |                           |                         |                         |                         |                                |  |  |  |                              |     |     |     |                   |        |   |   |                       |       |   |   |                              |                        |                   |                   |                     |   |   |   |           |   |        |        |                       |                        |                        |                        |  |  |
| GSD General Fund                   | \$410,915   | \$459,443               | \$470,765               |                |                |                                    |  |  |  |                  |           |           |           |                       |   |   |   |                           |                         |                         |                         |                                |  |  |  |                              |     |     |     |                   |        |   |   |                       |       |   |   |                              |                        |                   |                   |                     |   |   |   |           |   |        |        |                       |                        |                        |                        |  |  |
| Special purpose funds              | 0   | 0                       | 0                       |                |                |                                    |  |  |  |                  |           |           |           |                       |   |   |   |                           |                         |                         |                         |                                |  |  |  |                              |     |     |     |                   |        |   |   |                       |       |   |   |                              |                        |                   |                   |                     |   |   |   |           |   |        |        |                       |                        |                        |                        |  |  |
| <b>Total Expenditures</b>          | <b><u>\$410,915</u></b>   | <b><u>\$459,443</u></b> | <b><u>\$470,765</u></b> |                |                |                                    |  |  |  |                  |           |           |           |                       |   |   |   |                           |                         |                         |                         |                                |  |  |  |                              |     |     |     |                   |        |   |   |                       |       |   |   |                              |                        |                   |                   |                     |   |   |   |           |   |        |        |                       |                        |                        |                        |  |  |
| <b>Revenues and Transfers:</b>     |   |                         |                         |                |                |                                    |  |  |  |                  |           |           |           |                       |   |   |   |                           |                         |                         |                         |                                |  |  |  |                              |     |     |     |                   |        |   |   |                       |       |   |   |                              |                        |                   |                   |                     |   |   |   |           |   |        |        |                       |                        |                        |                        |  |  |
| Charges, Commissions, & Fees       | \$0   | \$0                     | \$0                     |                |                |                                    |  |  |  |                  |           |           |           |                       |   |   |   |                           |                         |                         |                         |                                |  |  |  |                              |     |     |     |                   |        |   |   |                       |       |   |   |                              |                        |                   |                   |                     |   |   |   |           |   |        |        |                       |                        |                        |                        |  |  |
| Other Governments                  | 10,000  | 0                       | 0                       |                |                |                                    |  |  |  |                  |           |           |           |                       |   |   |   |                           |                         |                         |                         |                                |  |  |  |                              |     |     |     |                   |        |   |   |                       |       |   |   |                              |                        |                   |                   |                     |   |   |   |           |   |        |        |                       |                        |                        |                        |  |  |
| Other Program Revenue              | 1,000   | 0                       | 0                       |                |                |                                    |  |  |  |                  |           |           |           |                       |   |   |   |                           |                         |                         |                         |                                |  |  |  |                              |     |     |     |                   |        |   |   |                       |       |   |   |                              |                        |                   |                   |                     |   |   |   |           |   |        |        |                       |                        |                        |                        |  |  |
| <b>Total Program Revenue</b>       | <b><u>\$11,000</u></b>  | <b><u>\$0</u></b>       | <b><u>\$0</u></b>       |                |                |                                    |  |  |  |                  |           |           |           |                       |   |   |   |                           |                         |                         |                         |                                |  |  |  |                              |     |     |     |                   |        |   |   |                       |       |   |   |                              |                        |                   |                   |                     |   |   |   |           |   |        |        |                       |                        |                        |                        |  |  |
| Non-program Revenue                | 0   | 0                       | 0                       |                |                |                                    |  |  |  |                  |           |           |           |                       |   |   |   |                           |                         |                         |                         |                                |  |  |  |                              |     |     |     |                   |        |   |   |                       |       |   |   |                              |                        |                   |                   |                     |   |   |   |           |   |        |        |                       |                        |                        |                        |  |  |
| Transfers                          | 0   | 10,000                  | 10,000                  |                |                |                                    |  |  |  |                  |           |           |           |                       |   |   |   |                           |                         |                         |                         |                                |  |  |  |                              |     |     |     |                   |        |   |   |                       |       |   |   |                              |                        |                   |                   |                     |   |   |   |           |   |        |        |                       |                        |                        |                        |  |  |
| <b>Total Revenues</b>              | <b><u>\$11,000</u></b>  | <b><u>\$10,000</u></b>  | <b><u>\$10,000</u></b>  |                |                |                                    |  |  |  |                  |           |           |           |                       |   |   |   |                           |                         |                         |                         |                                |  |  |  |                              |     |     |     |                   |        |   |   |                       |       |   |   |                              |                        |                   |                   |                     |   |   |   |           |   |        |        |                       |                        |                        |                        |  |  |
| <b>Positions</b>                   | Total Budgeted Positions  | 7                       | 7                       |                |                |                                    |  |  |  |                  |           |           |           |                       |   |   |   |                           |                         |                         |                         |                                |  |  |  |                              |     |     |     |                   |        |   |   |                       |       |   |   |                              |                        |                   |                   |                     |   |   |   |           |   |        |        |                       |                        |                        |                        |  |  |
| <b>Contacts</b>                    | Director of Historical Commission: Ann Roberts      email: ann_roberts@metro.nashville.org<br>Financial Manager: Terri Johnson                      email: terri_johnson@metro.nashville.org<br><br>Suite 414, 209 10 <sup>th</sup> Avenue South 37203      Phone: 862-7970      FAX: 862-7974  |                         |                         |                |                |                                    |  |  |  |                  |           |           |           |                       |   |   |   |                           |                         |                         |                         |                                |  |  |  |                              |     |     |     |                   |        |   |   |                       |       |   |   |                              |                        |                   |                   |                     |   |   |   |           |   |        |        |                       |                        |                        |                        |  |  |

## Organizational Structure



# 11 Historical Commission–At a Glance

## Budget Highlights FY 2003

|   |                 |
|---|-----------------|
| • FY 03 relocation to Sunnyside Mansion (non-recurring)             | \$10,000        |
| • Utilities adjustment  | 6,000           |
| • Security monitoring (Sunnyside Mansion)                           | 900             |
| • Non-recurring FY 02 donation to the Hermitage Tornado Relief Fund | -20,000         |
| • Pay Plan/Benefit adjustments                                      | 15,000          |
| • Postal Service rates increase                                     | 900             |
| • Information Systems billing                                       | -578            |
| • Telecommunication net adjustment                                  | -900            |
| Total   | <u>\$11,322</u> |

## Overview

### ADMINISTRATION

**The Administration Division** provides overall policy and direction for the office staff, programs, and financial management.

### HISTORIC ZONING

**The Historic Zoning Program** provides technical/design assistance to property owners within historic zoning areas and works with neighborhoods seeking stabilization and revitalization. They are also responsible for issuing preservation permits and regulatory historic zoning properties.

## PUBLIC RELATIONS AND RESPONSE

**The Public Relations and Response** program is responsible for educating the public on the history of the community and the value of historical preservation through publications, workshops, conferences and public events.

This division also produces tourism publications and provides information and marketing features at historic sites.

The division responds to requests from the public and the media for information about historic properties and Nashville history. It also collaborates with other groups to further the mission of preservation.

## DOCUMENTATION AND RESEARCH

**The Documentation and Research** program prepares, advises, and coordinates the nomination of properties to the National Register of Historical Places. It also identifies the County's historic resources and researches local history and historic properties.

## TECHNICAL ASSISTANCE

**The Technical Assistance Program** assists property owners with planning and designing the rehabilitation of buildings and the revitalization of neighborhoods and commercial areas. It also oversees the preservation of Metro owned historic resources.

## FEDERAL REVIEW

**The Federal Review Program** carries out Federal mandates for preservation and identifies the County's historic resources.

# 11 Historical Commission–Performance

| Objectives  | Performance Measures  | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|---|---|-------------------|--------------------|-------------------|-------------------|
| <b>HISTORIC ZONING</b>  |   |                   |                    |                   |                   |
| <b>Historic Zoning Program</b>  |   |                   |                    |                   |                   |
| 1. Provide effective administration, management, and growth of Historic Zoning through advice, guidance, and effective procedures on zoning issues and requests.  | a. Number of instances of technical/design assistance to property owners within historic zoning areas   | na                | na                 | 650               | 650               |
|   | b. Issued preservation permits  | na                | na                 | 110               | 120               |
|   | c. Regulate historic zoning properties (# properties)   | na                | na                 | 2,623             | 3,700             |
| <b>PUBLIC RELATIONS AND RESPONSE</b>  |   |                   |                    |                   |                   |
| <b>Public Relations and Response Program</b>  |   |                   |                    |                   |                   |
| 1. Serve as a leading voice and a major catalyst that positively influences historic preservation in the Davidson County community.                               | a. Provide information and marketing features on Nashville, historical sites, etc., to the media (# articles)   | na                | na                 | 40                | 45                |
|   | b. Collaborate with individuals and groups to produce events, programs, and projects that advance the Metro Historical Commission mission (# events). | na                | na                 | 9                 | 11                |
| <b>DOCUMENTATION AND RESEARCH</b>   |   |                   |                    |                   |                   |
| <b>Documentation and Research Program</b>   |   |                   |                    |                   |                   |
| 1. Research, document, and maintain current information on history and historic places in Davidson County.  | a. Prepare, advise, and coordinate nominations of properties National Register of Historic Places (# properties involved)                             | na                | na                 | 6                 | 4                 |
|   | b. Provide information about historic properties and Nashville history (# occurrences)  | na                | na                 | 300               | 300               |
| <b>TECHNICAL ASSISTANCE</b>   |   |                   |                    |                   |                   |
| <b>Technical Assistance Program</b>   |   |                   |                    |                   |                   |
| 1. Provide educational materials/services that inform individuals, organizations, and neighborhoods about history, historic places and knowledge of preservation. | a. Provide technical assistance on historic places outside the historic zoning areas (# meetings and contacts)  | na                | na                 | 200               | 200               |
|   | b. Produce/sponsor educational materials, books, tours, manuals, etc., (# publications and newsletters)   | na                | na                 | 8                 | 8                 |
|   | c. Organize/partner in conferences, seminars, workshops, etc., focusing on preservation, history, and historical architecture (# participants)        | na                | na                 | 1,470             | 2,000             |

# 11 Historical Commission–Financial

## Historical Commission GSD General Fund

| EXPENSE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>OPERATING EXPENSE:</b>                        |                   |                    |                   |                   |
| <b>PERSONAL SERVICES:</b>                        |                   |                    |                   |                   |
| Salary Expense                                   | 287,024           | 242,848            | 300,719           | 313,819           |
| Fringe Benefits                                  | 64,566            | 58,722             | 66,395            | 68,295            |
| Per Diem & Other Fees                            | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL PERSONAL SERVICES</b>                   | <b>351,590</b>    | <b>301,570</b>     | <b>367,114</b>    | <b>382,114</b>    |
| <b>OTHER SERVICES:</b>                           |                   |                    |                   |                   |
| Utilities  | 0                 | 0                  | 0                 | 6,000             |
| Professional Services                            | 1,089             | 0                  | 1,089             | 1,089             |
| Purchased Services                               | 1,682             | 3,831              | 2,682             | 3,582             |
| Travel   | 4,103             | 3,520              | 4,300             | 7,300             |
| Communications                                   | 2,571             | 1,051              | 2,571             | 9,571             |
| Printing   | 7,081             | 16,029             | 8,181             | 8,181             |
| Advertising & Promotion                          | 0                 | 111                | 100               | 100               |
| Subscriptions                                    | 100               | 64                 | 100               | 100               |
| Tuition, Reg., & Membership Dues                 | 488               | 625                | 1,338             | 1,338             |
| Repairs & Maintenance Services                   | 1,100             | 1,224              | 1,300             | 1,300             |
| Internal Service Fees                            | 7,517             | 8,507              | 19,104            | 18,526            |
| <b>TOTAL OTHER SERVICES</b>                      | <b>25,731</b>     | <b>34,962</b>      | <b>40,765</b>     | <b>57,087</b>     |
| <b>OTHER EXPENSE:</b>                            |                   |                    |                   |                   |
| Supplies and Materials                           | 7,544             | 2,252              | 5,960             | 5,960             |
| Misc. Other Expenses & Payments                  | 0                 | 0                  | 0                 | 0                 |
| Fixed Charges                                    | 24,750            | 24,515             | 25,304            | 25,304            |
| Licenses, Permits, & Fees                        | 300               | 0                  | 300               | 300               |
| Taxes  | 0                 | 0                  | 0                 | 0                 |
| Grant Contributions & Awards                     | 1,000             | 1,000              | 20,000            | 0                 |
| <b>TOTAL OTHER EXPENSE</b>                       | <b>33,594</b>     | <b>27,767</b>      | <b>51,564</b>     | <b>31,564</b>     |
| <b>PENSION, ANNUITY, DEBT, &amp; OTHER COSTS</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>EQUIPMENT, BUILDINGS, &amp; LAND</b>          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>SPECIAL PROJECTS</b>                          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL OPERATING EXPENSE</b>                   | <b>410,915</b>    | <b>364,299</b>     | <b>459,443</b>    | <b>470,765</b>    |
| <b>TRANSFERS TO OTHER FUNDS &amp; UNITS:</b>     | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL EXPENSE AND TRANSFERS</b>               | <b>410,915</b>    | <b>364,299</b>     | <b>459,443</b>    | <b>470,765</b>    |

# 11 Historical Commission–Financial

## Historical Commission GSD General Fund

| REVENUE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>PROGRAM REVENUE:</b>                          |                   |                    |                   |                   |
| <b>Charges, Commissions, &amp; Fees</b>          |                   |                    |                   |                   |
| Charges For Current Services                     | 0                 | 92                 | 0                 | 0                 |
| Commissions and Fees                             | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Charges, Commissions, &amp; Fees</b> | <b>0</b>          | <b>92</b>          | <b>0</b>          | <b>0</b>          |
| <b>Other Governments &amp; Agencies</b>          |                   |                    |                   |                   |
| Federal Direct                                   | 0                 | 0                  | 0                 | 0                 |
| Federal Through State                            | 0                 | 0                  | 0                 | 0                 |
| Federal Through Other Pass-Through               | 10,000            | 0                  | 0                 | 0                 |
| State Direct                                     | 0                 | 0                  | 0                 | 0                 |
| Other Government Agencies                        | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Governments &amp; Agencies</b> | <b>10,000</b>     | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>Other Program Revenue</b>                     |                   |                    |                   |                   |
| Contributions and Gifts                          | 1,000             | 1,000              | 0                 | 0                 |
| Miscellaneous Revenue                            | 0                 | 0                  | 0                 | 0                 |
| Use of Money or Property                         | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Program Revenue</b>            | <b>1,000</b>      | <b>1,000</b>       | <b>0</b>          | <b>0</b>          |
| <b>TOTAL PROGRAM REVENUE</b>                     | <b>11,000</b>     | <b>1,092</b>       | <b>0</b>          | <b>0</b>          |
| <b>NON-PROGRAM REVENUE:</b>                      |                   |                    |                   |                   |
| Property Taxes                                   | 0                 | 0                  | 0                 | 0                 |
| Local Option Sales Tax                           | 0                 | 0                  | 0                 | 0                 |
| Other Taxes, Licenses, & Permits                 | 0                 | 0                  | 0                 | 0                 |
| Fines, Forfeits, & Penalties                     | 0                 | 0                  | 0                 | 0                 |
| Compensation From Property                       | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL NON-PROGRAM REVENUE</b>                 | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TRANSFERS FROM OTHER FUNDS AND UNITS:</b>     | <b>0</b>          | <b>10,000</b>      | <b>10,000</b>     | <b>10,000</b>     |
| <b>TOTAL REVENUE AND TRANSFERS</b>               | <b>11,000</b>     | <b>11,092</b>      | <b>10,000</b>     | <b>10,000</b>     |

# 11 Historical Commission–Financial

**Reminder:** Some classifications were deleted and new classifications (class number 10000 and above) were added to implement the 2002 Reclassification Study & Pay Plan. Many of the class changes from FY 2001 to FY 2002 were due to implementing that Study.

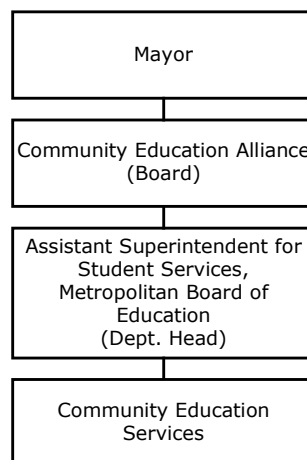
|  |              |      | FY 2001          |                 | FY 2002          |                 | FY 2003          |                 |
|--|--------------|------|------------------|-----------------|------------------|-----------------|------------------|-----------------|
| <u>Class</u>                                     | <u>Grade</u> |      | <u>Bud. Pos.</u> | <u>Bud. FTE</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> |
| <b>11 Historical Commission - GSD Fund 10101</b> |              |      |                  |                 |                  |                 |                  |                 |
| Historic Preservationist 1                       | 6123         | SR10 | 4                | 4.0             | 4                | 4.0             | 4                | 4.0             |
| Historic Preservationist 2                       | 7778         | SR12 | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Historical Com Exec Dir                          | 1945         | DP01 | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Office Manager 3                                 | 7340         | GS08 | 1                | 1.0             | 0                | 0.0             | 0                | 0.0             |
| Office Support Manager                           | 10119        | SR09 | 0                | 0.0             | 1                | 1.0             | 1                | 1.0             |
| <b>Total Positions &amp; FTE</b>                 |              |      | <b>7</b>         | <b>7.0</b>      | <b>7</b>         | <b>7.0</b>      | <b>7</b>         | <b>7.0</b>      |



# 13 Community Education Alliance–At a Glance

| <b>Vision</b>                      | To provide superior quality, affordable, lifelong learning opportunities for the citizens of Metropolitan Nashville.   |                         |                         |                |                |                                    |  |  |  |                  |           |           |           |                       |   |   |   |                           |                         |                         |                         |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |                   |                   |                   |                     |   |   |   |           |   |   |   |                       |                   |                   |                   |  |  |
|------------------------------------|--|-------------------------|-------------------------|----------------|----------------|------------------------------------|--|--|--|------------------|-----------|-----------|-----------|-----------------------|---|---|---|---------------------------|-------------------------|-------------------------|-------------------------|--------------------------------|--|--|--|------------------------------|-----|-----|-----|-------------------|---|---|---|-----------------------|---|---|---|------------------------------|-------------------|-------------------|-------------------|---------------------|---|---|---|-----------|---|---|---|-----------------------|-------------------|-------------------|-------------------|--|--|
| <b>Mission</b>                     | With input from advisory councils and community members, community education coordinators facilitate classes, activities and services constructed to meet community needs. Public school facilities throughout the county are sites for community education programs and citizens of all ages are served.  |                         |                         |                |                |                                    |  |  |  |                  |           |           |           |                       |   |   |   |                           |                         |                         |                         |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |                   |                   |                   |                     |   |   |   |           |   |   |   |                       |                   |                   |                   |  |  |
| <b>Budget Summary</b>              | <table> <tr> <th></th><th><u>2000-01</u></th><th><u>2001-02</u></th><th><u>2002-03</u></th></tr> <tr> <td><b>Expenditures and Transfers:</b></td><td></td><td></td><td></td></tr> <tr> <td>GSD General Fund</td><td>\$478,610</td><td>\$501,251</td><td>\$518,385</td></tr> <tr> <td>Special purpose funds</td><td>0</td><td>0</td><td>0</td></tr> <tr> <td><b>Total Expenditures</b></td><td><b><u>\$478,610</u></b></td><td><b><u>\$501,251</u></b></td><td><b><u>\$518,385</u></b></td></tr> <tr> <td><b>Revenues and Transfers:</b></td><td></td><td></td><td></td></tr> <tr> <td>Charges, Commissions, &amp; Fees</td><td>\$0</td><td>\$0</td><td>\$0</td></tr> <tr> <td>Other Governments</td><td>0</td><td>0</td><td>0</td></tr> <tr> <td>Other Program Revenue</td><td>0</td><td>0</td><td>0</td></tr> <tr> <td><b>Total Program Revenue</b></td><td><b><u>\$0</u></b></td><td><b><u>\$0</u></b></td><td><b><u>\$0</u></b></td></tr> <tr> <td>Non-program Revenue</td><td>0</td><td>0</td><td>0</td></tr> <tr> <td>Transfers</td><td>0</td><td>0</td><td>0</td></tr> <tr> <td><b>Total Revenues</b></td><td><b><u>\$0</u></b></td><td><b><u>\$0</u></b></td><td><b><u>\$0</u></b></td></tr> </table> |                         | <u>2000-01</u>          | <u>2001-02</u> | <u>2002-03</u> | <b>Expenditures and Transfers:</b> |  |  |  | GSD General Fund | \$478,610 | \$501,251 | \$518,385 | Special purpose funds | 0 | 0 | 0 | <b>Total Expenditures</b> | <b><u>\$478,610</u></b> | <b><u>\$501,251</u></b> | <b><u>\$518,385</u></b> | <b>Revenues and Transfers:</b> |  |  |  | Charges, Commissions, & Fees | \$0 | \$0 | \$0 | Other Governments | 0 | 0 | 0 | Other Program Revenue | 0 | 0 | 0 | <b>Total Program Revenue</b> | <b><u>\$0</u></b> | <b><u>\$0</u></b> | <b><u>\$0</u></b> | Non-program Revenue | 0 | 0 | 0 | Transfers | 0 | 0 | 0 | <b>Total Revenues</b> | <b><u>\$0</u></b> | <b><u>\$0</u></b> | <b><u>\$0</u></b> |  |  |
|                                    | <u>2000-01</u>   | <u>2001-02</u>          | <u>2002-03</u>          |                |                |                                    |  |  |  |                  |           |           |           |                       |   |   |   |                           |                         |                         |                         |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |                   |                   |                   |                     |   |   |   |           |   |   |   |                       |                   |                   |                   |  |  |
| <b>Expenditures and Transfers:</b> |  |                         |                         |                |                |                                    |  |  |  |                  |           |           |           |                       |   |   |   |                           |                         |                         |                         |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |                   |                   |                   |                     |   |   |   |           |   |   |   |                       |                   |                   |                   |  |  |
| GSD General Fund                   | \$478,610  | \$501,251               | \$518,385               |                |                |                                    |  |  |  |                  |           |           |           |                       |   |   |   |                           |                         |                         |                         |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |                   |                   |                   |                     |   |   |   |           |   |   |   |                       |                   |                   |                   |  |  |
| Special purpose funds              | 0  | 0                       | 0                       |                |                |                                    |  |  |  |                  |           |           |           |                       |   |   |   |                           |                         |                         |                         |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |                   |                   |                   |                     |   |   |   |           |   |   |   |                       |                   |                   |                   |  |  |
| <b>Total Expenditures</b>          | <b><u>\$478,610</u></b>  | <b><u>\$501,251</u></b> | <b><u>\$518,385</u></b> |                |                |                                    |  |  |  |                  |           |           |           |                       |   |   |   |                           |                         |                         |                         |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |                   |                   |                   |                     |   |   |   |           |   |   |   |                       |                   |                   |                   |  |  |
| <b>Revenues and Transfers:</b>     |  |                         |                         |                |                |                                    |  |  |  |                  |           |           |           |                       |   |   |   |                           |                         |                         |                         |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |                   |                   |                   |                     |   |   |   |           |   |   |   |                       |                   |                   |                   |  |  |
| Charges, Commissions, & Fees       | \$0  | \$0                     | \$0                     |                |                |                                    |  |  |  |                  |           |           |           |                       |   |   |   |                           |                         |                         |                         |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |                   |                   |                   |                     |   |   |   |           |   |   |   |                       |                   |                   |                   |  |  |
| Other Governments                  | 0  | 0                       | 0                       |                |                |                                    |  |  |  |                  |           |           |           |                       |   |   |   |                           |                         |                         |                         |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |                   |                   |                   |                     |   |   |   |           |   |   |   |                       |                   |                   |                   |  |  |
| Other Program Revenue              | 0  | 0                       | 0                       |                |                |                                    |  |  |  |                  |           |           |           |                       |   |   |   |                           |                         |                         |                         |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |                   |                   |                   |                     |   |   |   |           |   |   |   |                       |                   |                   |                   |  |  |
| <b>Total Program Revenue</b>       | <b><u>\$0</u></b>  | <b><u>\$0</u></b>       | <b><u>\$0</u></b>       |                |                |                                    |  |  |  |                  |           |           |           |                       |   |   |   |                           |                         |                         |                         |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |                   |                   |                   |                     |   |   |   |           |   |   |   |                       |                   |                   |                   |  |  |
| Non-program Revenue                | 0  | 0                       | 0                       |                |                |                                    |  |  |  |                  |           |           |           |                       |   |   |   |                           |                         |                         |                         |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |                   |                   |                   |                     |   |   |   |           |   |   |   |                       |                   |                   |                   |  |  |
| Transfers                          | 0  | 0                       | 0                       |                |                |                                    |  |  |  |                  |           |           |           |                       |   |   |   |                           |                         |                         |                         |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |                   |                   |                   |                     |   |   |   |           |   |   |   |                       |                   |                   |                   |  |  |
| <b>Total Revenues</b>              | <b><u>\$0</u></b>  | <b><u>\$0</u></b>       | <b><u>\$0</u></b>       |                |                |                                    |  |  |  |                  |           |           |           |                       |   |   |   |                           |                         |                         |                         |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |                   |                   |                   |                     |   |   |   |           |   |   |   |                       |                   |                   |                   |  |  |
| <b>Positions</b>                   | Total Budgeted Positions   | 9                       | 13                      |                |                |                                    |  |  |  |                  |           |           |           |                       |   |   |   |                           |                         |                         |                         |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |                   |                   |                   |                     |   |   |   |           |   |   |   |                       |                   |                   |                   |  |  |
| <b>Contacts</b>                    | Director of Community Education: Dr. Aldorothy Wright    email: aldorothy.wright@mnps.org<br>Financial Manager: Corine Jackson    email: corine_jackson@metro.nashville.org<br><br>2601 Bransford Avenue 37204    Phone: 259-8761, 259-8544    FAX:259-8769  |                         |                         |                |                |                                    |  |  |  |                  |           |           |           |                       |   |   |   |                           |                         |                         |                         |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |                   |                   |                   |                     |   |   |   |           |   |   |   |                       |                   |                   |                   |  |  |

## Organizational Structure



# 13 Community Education Alliance–At a Glance

## Budget Highlights FY 2003

The FY 2003 operating budget maintains the same funding level as in FY 2002.

## Overview

### COMMUNITY EDUCATION SERVICES

The Community Education Services provides over 150,000 citizens of all ages with 2,000 classes, programs and activities offered through the community schools. These

services include literacy training, job preparation and skill improvements, vocational and recreational programs, cultural and enrichment classes, tutorial sessions and opportunities for local groups to conduct meetings or gatherings of community interest. These activities reinforce the philosophy of community schools by offering opportunities to residents of all ages throughout the Metropolitan area and facilitate building use for all Metro schools.

# 13 Community Education Alliance–Performance

| Objectives   | Performance Measures | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|----------------------|-------------------|--------------------|-------------------|-------------------|
| <b>COMMUNITY EDUCATION SERVICES</b>  |                      |                   |                    |                   |                   |
| 1. Increase the number of citizens served each year, and offer increased services to residents of all ages in the Metropolitan area. | a. Citizens served   | 150,000           | 156,126            | 170,000           | 170,000           |
|  | b. Locations         | 100               | 95                 | 123               | 123               |
|  | c. Services offered  | 2,100             | 2,039              | 2,600             | 2,600             |
|  |                      |                   |                    |                   |                   |

# 13 Community Education Alliance–Financial

## Community Education Alliance GSD General Fund

| EXPENSE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>OPERATING EXPENSE:</b>                        |                   |                    |                   |                   |
| <b>PERSONAL SERVICES:</b>                        |                   |                    |                   |                   |
| Salary Expense                                   | 347,599           | 321,315            | 366,222           | 380,522           |
| Fringe Benefits                                  | 88,640            | 76,937             | 91,126            | 93,226            |
| Per Diem & Other Fees                            | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL PERSONAL SERVICES</b>                   | <b>436,239</b>    | <b>398,252</b>     | <b>457,348</b>    | <b>473,748</b>    |
| <b>OTHER SERVICES:</b>                           |                   |                    |                   |                   |
| Utilities  | 0                 | 0                  | 0                 | 0                 |
| Professional Services                            | 0                 | 0                  | 0                 | 0                 |
| Purchased Services                               | 6,970             | 0                  | 6,970             | 6,970             |
| Travel   | 2,191             | 1,402              | 2,191             | 2,191             |
| Communications                                   | 870               | 862                | 870               | 870               |
| Printing   | 8,121             | 8,151              | 12,442            | 12,442            |
| Advertising & Promotion                          | 15,134            | 14,906             | 12,955            | 12,955            |
| Subscriptions                                    | 301               | 0                  | 301               | 301               |
| Tuition, Reg., & Membership Dues                 | 3,842             | 269                | 1,700             | 1,700             |
| Repairs & Maintenance Services                   | 984               | 0                  | 984               | 984               |
| Internal Service Fees                            | 3,958             | 3,287              | 1,630             | 2,364             |
| <b>TOTAL OTHER SERVICES</b>                      | <b>42,371</b>     | <b>28,877</b>      | <b>40,043</b>     | <b>40,777</b>     |
| <b>OTHER EXPENSE:</b>                            |                   |                    |                   |                   |
| Supplies and Materials                           | 0                 | 0                  | 3,860             | 3,860             |
| Misc. Other Expenses & Payments                  | 0                 | 0                  | 0                 | 0                 |
| Fixed Charges                                    | 0                 | 0                  | 0                 | 0                 |
| Licenses, Permits, & Fees                        | 0                 | 0                  | 0                 | 0                 |
| Taxes  | 0                 | 0                  | 0                 | 0                 |
| Grant Contributions & Awards                     | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL OTHER EXPENSE</b>                       | <b>0</b>          | <b>0</b>           | <b>3,860</b>      | <b>3,860</b>      |
| <b>PENSION, ANNUITY, DEBT, &amp; OTHER COSTS</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>EQUIPMENT, BUILDINGS, &amp; LAND</b>          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>SPECIAL PROJECTS</b>                          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL OPERATING EXPENSE</b>                   | <b>478,610</b>    | <b>427,129</b>     | <b>501,251</b>    | <b>518,385</b>    |
| <b>TRANSFERS TO OTHER FUNDS &amp; UNITS:</b>     | <b>0</b>          | <b>5,230</b>       | <b>0</b>          | <b>0</b>          |
| <b>TOTAL EXPENSE AND TRANSFERS</b>               | <b>478,610</b>    | <b>432,359</b>     | <b>501,251</b>    | <b>518,385</b>    |

# 13 Community Education Alliance–Financial

## Community Education Alliance GSD General Fund

| REVENUE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>PROGRAM REVENUE:</b>                          |                   |                    |                   |                   |
| <b>Charges, Commissions, &amp; Fees</b>          |                   |                    |                   |                   |
| Charges For Current Services                     | 0                 | 0                  | 0                 | 0                 |
| Commissions and Fees                             | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Charges, Commissions, &amp; Fees</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>Other Governments &amp; Agencies</b>          |                   |                    |                   |                   |
| Federal Direct                                   | 0                 | 0                  | 0                 | 0                 |
| Federal Through State                            | 0                 | 0                  | 0                 | 0                 |
| Federal Through Other Pass-Through               | 0                 | 0                  | 0                 | 0                 |
| State Direct                                     | 0                 | 0                  | 0                 | 0                 |
| Other Government Agencies                        | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Governments &amp; Agencies</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>Other Program Revenue</b>                     |                   |                    |                   |                   |
| Contributions and Gifts                          | 0                 | 0                  | 0                 | 0                 |
| Miscellaneous Revenue                            | 0                 | 0                  | 0                 | 0                 |
| Use of Money or Property                         | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Program Revenue</b>            | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL PROGRAM REVENUE</b>                     | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>NON-PROGRAM REVENUE:</b>                      |                   |                    |                   |                   |
| Property Taxes                                   | 0                 | 0                  | 0                 | 0                 |
| Local Option Sales Tax                           | 0                 | 0                  | 0                 | 0                 |
| Other Taxes, Licenses, & Permits                 | 0                 | 0                  | 0                 | 0                 |
| Fines, Forfeits, & Penalties                     | 0                 | 0                  | 0                 | 0                 |
| Compensation From Property                       | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL NON-PROGRAM REVENUE</b>                 | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TRANSFERS FROM OTHER FUNDS AND UNITS:</b>     | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL REVENUE AND TRANSFERS</b>               | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |

# 13 Community Education Alliance–Financial

**Reminder:** Some classifications were deleted and new classifications (class number 10000 and above) were added to implement the 2002 Reclassification Study & Pay Plan. Many of the class changes from FY 2001 to FY 2002 were due to implementing that Study.

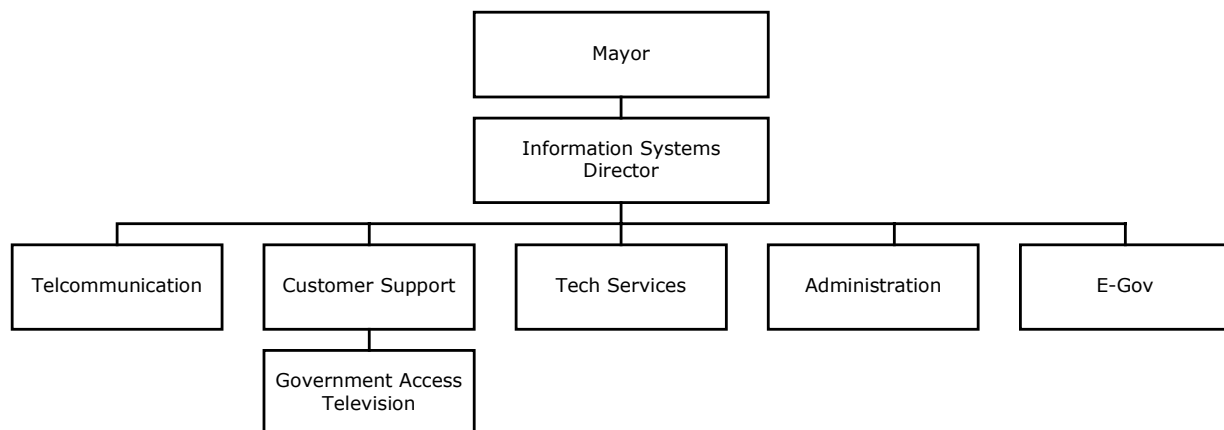
|   |              |      | FY 2000          |                 | FY 2002          |                 | FY 2003          |                 |
|---|--------------|------|------------------|-----------------|------------------|-----------------|------------------|-----------------|
| <u>Class</u>  | <u>Grade</u> |      | <u>Bud. Pos.</u> | <u>Bud. FTE</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> |
| <b>13 Community Education Alliance - GSD Fund 10101</b> |              |      |                  |                 |                  |                 |                  |                 |
| Program Coordinator                                     | 6034         | SR09 | 8                | 8.0             | 8                | 8.0             | 8                | 8.0             |
| Program Manager 1                                       | 7241         | SR11 | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| <b>Total Positions &amp; FTE</b>                        |              |      | <b>9</b>         | <b>9.0</b>      | <b>9</b>         | <b>9.0</b>      | <b>9</b>         | <b>9.0</b>      |
|   |              |      |                  |                 |                  |                 |                  |                 |
| <b>Seasonal/Part-time/Temporary</b>                     | 9020         | NS   | <b>0</b>         | <b>0.0</b>      | <b>4</b>         | <b>4.0</b>      | <b>4</b>         | <b>4.0</b>      |
| <b>Total Positions &amp; FTE</b>                        |              |      | <b>9</b>         | <b>9.0</b>      | <b>13</b>        | <b>13.0</b>     | <b>13</b>        | <b>13.0</b>     |

# 14 Information Systems—At a Glance



|                                    |  |                           |                           |                |                |                                    |  |  |  |                  |           |           |           |                     |           |           |           |                       |   |   |        |                           |                           |                           |                           |                                |  |  |  |                              |             |             |             |                   |   |   |   |                       |         |        |       |                              |                           |                           |                           |                     |   |         |       |           |   |         |   |                       |                           |                           |                           |  |  |  |
|------------------------------------|--|---------------------------|---------------------------|----------------|----------------|------------------------------------|--|--|--|------------------|-----------|-----------|-----------|---------------------|-----------|-----------|-----------|-----------------------|---|---|--------|---------------------------|---------------------------|---------------------------|---------------------------|--------------------------------|--|--|--|------------------------------|-------------|-------------|-------------|-------------------|---|---|---|-----------------------|---------|--------|-------|------------------------------|---------------------------|---------------------------|---------------------------|---------------------|---|---------|-------|-----------|---|---------|---|-----------------------|---------------------------|---------------------------|---------------------------|--|--|--|
| <b>Vision</b>                      | Through the use of information technology, Metro Government, as an enterprise, will: <ul style="list-style-type: none"><li>• Enhance services provided to the public</li><li>• Provide increased access to Metro services for all customers while protecting customers privacy and the security of Metro’s data resources</li><li>• Improve the effectiveness and efficiency of service delivery</li><li>• Improve business processes through the use of technology</li></ul>  |                           |                           |                |                |                                    |  |  |  |                  |           |           |           |                     |           |           |           |                       |   |   |        |                           |                           |                           |                           |                                |  |  |  |                              |             |             |             |                   |   |   |   |                       |         |        |       |                              |                           |                           |                           |                     |   |         |       |           |   |         |   |                       |                           |                           |                           |  |  |  |
| <b>Mission</b>                     | To assist the Metropolitan Government’s departments, boards, agencies, commissions, and authorities in achieving their objectives by providing information services.   |                           |                           |                |                |                                    |  |  |  |                  |           |           |           |                     |           |           |           |                       |   |   |        |                           |                           |                           |                           |                                |  |  |  |                              |             |             |             |                   |   |   |   |                       |         |        |       |                              |                           |                           |                           |                     |   |         |       |           |   |         |   |                       |                           |                           |                           |  |  |  |
| <b>Budget Summary</b>              | <table><tr><td></td><td><u>2000-01</u></td><td><u>2001-02</u></td><td><u>2002-03</u></td></tr><tr><td><b>Expenditures and Transfers:</b></td><td></td><td></td><td></td></tr><tr><td>GSD General Fund</td><td>\$181,910</td><td>\$376,134</td><td>\$599,472</td></tr><tr><td>Information Systems</td><td>6,150,807</td><td>8,596,295</td><td>8,596,295</td></tr><tr><td>Special purpose funds</td><td>0</td><td>0</td><td>10,000</td></tr><tr><td><b>Total Expenditures</b></td><td><b><u>\$6,332,717</u></b></td><td><b><u>\$8,972,429</u></b></td><td><b><u>\$9,205,767</u></b></td></tr><tr><td><b>Revenues and Transfers:</b></td><td></td><td></td><td></td></tr><tr><td>Charges, Commissions, &amp; Fees</td><td>\$5,779,567</td><td>\$8,871,925</td><td>\$8,595,795</td></tr><tr><td>Other Governments</td><td>0</td><td>0</td><td>0</td></tr><tr><td>Other Program Revenue</td><td>100,700</td><td>63,078</td><td>2,600</td></tr><tr><td><b>Total Program Revenue</b></td><td><b><u>\$5,880,267</u></b></td><td><b><u>\$8,935,003</u></b></td><td><b><u>\$8,598,395</u></b></td></tr><tr><td>Non-program Revenue</td><td>0</td><td>367,000</td><td>9,400</td></tr><tr><td>Transfers</td><td>0</td><td>100,000</td><td>0</td></tr><tr><td><b>Total Revenues</b></td><td><b><u>\$5,880,267</u></b></td><td><b><u>\$9,035,003</u></b></td><td><b><u>\$8,607,795</u></b></td></tr></table> |                           | <u>2000-01</u>            | <u>2001-02</u> | <u>2002-03</u> | <b>Expenditures and Transfers:</b> |  |  |  | GSD General Fund | \$181,910 | \$376,134 | \$599,472 | Information Systems | 6,150,807 | 8,596,295 | 8,596,295 | Special purpose funds | 0 | 0 | 10,000 | <b>Total Expenditures</b> | <b><u>\$6,332,717</u></b> | <b><u>\$8,972,429</u></b> | <b><u>\$9,205,767</u></b> | <b>Revenues and Transfers:</b> |  |  |  | Charges, Commissions, & Fees | \$5,779,567 | \$8,871,925 | \$8,595,795 | Other Governments | 0 | 0 | 0 | Other Program Revenue | 100,700 | 63,078 | 2,600 | <b>Total Program Revenue</b> | <b><u>\$5,880,267</u></b> | <b><u>\$8,935,003</u></b> | <b><u>\$8,598,395</u></b> | Non-program Revenue | 0 | 367,000 | 9,400 | Transfers | 0 | 100,000 | 0 | <b>Total Revenues</b> | <b><u>\$5,880,267</u></b> | <b><u>\$9,035,003</u></b> | <b><u>\$8,607,795</u></b> |  |  |  |
|                                    | <u>2000-01</u>   | <u>2001-02</u>            | <u>2002-03</u>            |                |                |                                    |  |  |  |                  |           |           |           |                     |           |           |           |                       |   |   |        |                           |                           |                           |                           |                                |  |  |  |                              |             |             |             |                   |   |   |   |                       |         |        |       |                              |                           |                           |                           |                     |   |         |       |           |   |         |   |                       |                           |                           |                           |  |  |  |
| <b>Expenditures and Transfers:</b> |  |                           |                           |                |                |                                    |  |  |  |                  |           |           |           |                     |           |           |           |                       |   |   |        |                           |                           |                           |                           |                                |  |  |  |                              |             |             |             |                   |   |   |   |                       |         |        |       |                              |                           |                           |                           |                     |   |         |       |           |   |         |   |                       |                           |                           |                           |  |  |  |
| GSD General Fund                   | \$181,910  | \$376,134                 | \$599,472                 |                |                |                                    |  |  |  |                  |           |           |           |                     |           |           |           |                       |   |   |        |                           |                           |                           |                           |                                |  |  |  |                              |             |             |             |                   |   |   |   |                       |         |        |       |                              |                           |                           |                           |                     |   |         |       |           |   |         |   |                       |                           |                           |                           |  |  |  |
| Information Systems                | 6,150,807  | 8,596,295                 | 8,596,295                 |                |                |                                    |  |  |  |                  |           |           |           |                     |           |           |           |                       |   |   |        |                           |                           |                           |                           |                                |  |  |  |                              |             |             |             |                   |   |   |   |                       |         |        |       |                              |                           |                           |                           |                     |   |         |       |           |   |         |   |                       |                           |                           |                           |  |  |  |
| Special purpose funds              | 0  | 0                         | 10,000                    |                |                |                                    |  |  |  |                  |           |           |           |                     |           |           |           |                       |   |   |        |                           |                           |                           |                           |                                |  |  |  |                              |             |             |             |                   |   |   |   |                       |         |        |       |                              |                           |                           |                           |                     |   |         |       |           |   |         |   |                       |                           |                           |                           |  |  |  |
| <b>Total Expenditures</b>          | <b><u>\$6,332,717</u></b>  | <b><u>\$8,972,429</u></b> | <b><u>\$9,205,767</u></b> |                |                |                                    |  |  |  |                  |           |           |           |                     |           |           |           |                       |   |   |        |                           |                           |                           |                           |                                |  |  |  |                              |             |             |             |                   |   |   |   |                       |         |        |       |                              |                           |                           |                           |                     |   |         |       |           |   |         |   |                       |                           |                           |                           |  |  |  |
| <b>Revenues and Transfers:</b>     |  |                           |                           |                |                |                                    |  |  |  |                  |           |           |           |                     |           |           |           |                       |   |   |        |                           |                           |                           |                           |                                |  |  |  |                              |             |             |             |                   |   |   |   |                       |         |        |       |                              |                           |                           |                           |                     |   |         |       |           |   |         |   |                       |                           |                           |                           |  |  |  |
| Charges, Commissions, & Fees       | \$5,779,567  | \$8,871,925               | \$8,595,795               |                |                |                                    |  |  |  |                  |           |           |           |                     |           |           |           |                       |   |   |        |                           |                           |                           |                           |                                |  |  |  |                              |             |             |             |                   |   |   |   |                       |         |        |       |                              |                           |                           |                           |                     |   |         |       |           |   |         |   |                       |                           |                           |                           |  |  |  |
| Other Governments                  | 0  | 0                         | 0                         |                |                |                                    |  |  |  |                  |           |           |           |                     |           |           |           |                       |   |   |        |                           |                           |                           |                           |                                |  |  |  |                              |             |             |             |                   |   |   |   |                       |         |        |       |                              |                           |                           |                           |                     |   |         |       |           |   |         |   |                       |                           |                           |                           |  |  |  |
| Other Program Revenue              | 100,700  | 63,078                    | 2,600                     |                |                |                                    |  |  |  |                  |           |           |           |                     |           |           |           |                       |   |   |        |                           |                           |                           |                           |                                |  |  |  |                              |             |             |             |                   |   |   |   |                       |         |        |       |                              |                           |                           |                           |                     |   |         |       |           |   |         |   |                       |                           |                           |                           |  |  |  |
| <b>Total Program Revenue</b>       | <b><u>\$5,880,267</u></b>  | <b><u>\$8,935,003</u></b> | <b><u>\$8,598,395</u></b> |                |                |                                    |  |  |  |                  |           |           |           |                     |           |           |           |                       |   |   |        |                           |                           |                           |                           |                                |  |  |  |                              |             |             |             |                   |   |   |   |                       |         |        |       |                              |                           |                           |                           |                     |   |         |       |           |   |         |   |                       |                           |                           |                           |  |  |  |
| Non-program Revenue                | 0  | 367,000                   | 9,400                     |                |                |                                    |  |  |  |                  |           |           |           |                     |           |           |           |                       |   |   |        |                           |                           |                           |                           |                                |  |  |  |                              |             |             |             |                   |   |   |   |                       |         |        |       |                              |                           |                           |                           |                     |   |         |       |           |   |         |   |                       |                           |                           |                           |  |  |  |
| Transfers                          | 0  | 100,000                   | 0                         |                |                |                                    |  |  |  |                  |           |           |           |                     |           |           |           |                       |   |   |        |                           |                           |                           |                           |                                |  |  |  |                              |             |             |             |                   |   |   |   |                       |         |        |       |                              |                           |                           |                           |                     |   |         |       |           |   |         |   |                       |                           |                           |                           |  |  |  |
| <b>Total Revenues</b>              | <b><u>\$5,880,267</u></b>  | <b><u>\$9,035,003</u></b> | <b><u>\$8,607,795</u></b> |                |                |                                    |  |  |  |                  |           |           |           |                     |           |           |           |                       |   |   |        |                           |                           |                           |                           |                                |  |  |  |                              |             |             |             |                   |   |   |   |                       |         |        |       |                              |                           |                           |                           |                     |   |         |       |           |   |         |   |                       |                           |                           |                           |  |  |  |
| <b>Positions</b>                   | Total Budgeted Positions   | 91                        | 103                       | 114            |                |                                    |  |  |  |                  |           |           |           |                     |           |           |           |                       |   |   |        |                           |                           |                           |                           |                                |  |  |  |                              |             |             |             |                   |   |   |   |                       |         |        |       |                              |                           |                           |                           |                     |   |         |       |           |   |         |   |                       |                           |                           |                           |  |  |  |
| <b>Contacts</b>                    | Director of Information Systems: Richard McKinney    email: richard.mckinney@nashville.gov<br>Financial Manager: Mark Lynam    email: mark.lynam@nashville.gov<br><br>Howard Office Building 37210    Phone: 862-6300    FAX: 862-6288   |                           |                           |                |                |                                    |  |  |  |                  |           |           |           |                     |           |           |           |                       |   |   |        |                           |                           |                           |                           |                                |  |  |  |                              |             |             |             |                   |   |   |   |                       |         |        |       |                              |                           |                           |                           |                     |   |         |       |           |   |         |   |                       |                           |                           |                           |  |  |  |

## Organizational Structure



# 14 Information Systems—At a Glance



## Budget Highlights FY 2003

|  |                  |
|--|------------------|
| GSD  |                  |
| • Pay Plan/Benefit adjustments                     | \$17,200         |
| • Fleet Management Consolidation net adjustment    | -10,185          |
| • Information Systems billings                     | 13,823           |
| • Telecommunication net adjustment                 | -400             |
| • Year Two of Three Year Plan-increase programming | 202,900          |
| Total  | <u>\$223,338</u> |

### Information Systems Fund

No overall budget adjustment to this fund. Rate structure revisions are in the departments' budget.

## Overview

### INFORMATION SYSTEMS DIRECTOR

The Information Systems Director provides information and communications technology solutions to departments of the Metropolitan Government. Information Systems is an Internal Service Fund, meaning its Operating Budget is funded by charging other Metro departments and agencies for the services it provides. Specific examples of these services include:

#### TELECOMMUNICATION

The Telecommunication Division designs, implements, and maintains a state-of-the-art data communications network. This Division installs and repairs telephone systems and coordinates other voice communications services, such as cellular services and pagers.

#### CUSTOMER SUPPORT

The Customer Support Division develops and maintains software applications for mainframe, mid-range, and personal computers.

## GOVERNMENT ACCESS TELEVISION

Government Access Television provides television and multi-media services to the public and other Government agencies.

Services include tape delayed and live coverage of various Metro board and commission meetings on Comcast Cable Channel 3, broadcasting information of public interest on the Government Access Channel (Channel 3), providing taped copies of meetings and events at a minimal charge, providing video production services for Metro departments, providing printing and multi-media graphic design services, consulting with other Government agencies on multi-media projects, and assisting Government agencies in locating/renting multi-media equipment.

## TECH SERVICES

Tech Services provides on-line and batch processing services, installs, maintains and trouble-shoots PC's and PC networks, administers electronic mail (E-mail) and Internet services, and provides customer support.

## ADMINISTRATION

The Administration Division prepares and processes purchase orders and administers contracts for all computer hardware and software purchases made by the Metro Government. This Division oversees the administration of the Cable Television Franchise Agreement, and provides staff support to the Emergency Communications District (E-911 Board).

## E-GOV

E-Gov provides the public with web based information relating to Metro Government and develops and supports "self-service" web based applications that allow citizens and businesses to interact with Metro Government.



# 14 Information Systems—Performance



| Objectives   | Performance Measures  | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|---|-------------------|--------------------|-------------------|-------------------|
| <b>TELECOMMUNICATION</b>   |   |                   |                    |                   |                   |
| 1. Developing a state-of-the-art fiber-optic telecommunications network.   | a. Telephones supported (includes cellular)   | 9,000             | 7,200              | 8,000             | 7,500             |
|  | b. Pagers supported   | 3,000             | 2,800              | 2,700             | 2,600             |
|  | c. Telephone repair calls   | 1,300             | 854                | 1,800             | 1,400             |
|  | d. Telephone work orders*   | 2,100             | 2,216              | 2,100             | 2,300             |
|  | e. Bridges, Routers, Hubs supported   | 700               | 748                | 812               | 900               |
| * These figures include cellular phones and pagers in addition to desktop telephones.  |   |                   |                    |                   |                   |
| <b>CUSTOMER SUPPORT</b>  |   |                   |                    |                   |                   |
| 1. Providing connectivity and timely response from all computer platforms supported.   | a. Mainframe – OS/390 availability (24 hours/day, 7 days/week)  | 98%               | 100%               | 98%               | 98%               |
|  | b. CICS on-line (mainframe) availability (6 a.m.–10 p.m. Mon-Sat)   | 98%               | 100%               | 98%               | 98%               |
|  | c. Midrange – AS/400 availability (6 a.m.–10 p.m. Mon-Sat)  | 98%               | 100%               | 98%               | 98%               |
|  | d. Server availability (6 a.m. – 10 p.m. Mon-Sat)   | 98%               | 99%                | 98%               | 98%               |
| 2. Maintaining a Customer Support Center.  | Help Desk calls   | 12,000            | 12,500             | 12,000            | 16,000            |
| <b>GOVERNMENT ACCESS TELEVISION</b>  |   |                   |                    |                   |                   |
| 1. To provide tape delayed and live television coverage of government meetings to the public by way of Comcast Cable Channel 3.  | Hours of taped and live coverage of government meetings and education programs provided on the Government Access Channel: |                   |                    |                   |                   |
|  | - Live  | 120               | 112                | 120               | 250               |
|  | - Taped   | <u>1,100</u>      | <u>1,155</u>       | <u>1,150</u>      | <u>1,500</u>      |
|  | Total   | 1,220             | 1,267              | 1,270             | 1,750             |
| 2. To produce special projects (training or informational videos) for other Metro departments.                                   | Special projects  | 25                | 23                 | 25                | 30                |
| <b>TECH SERVICES</b>   |   |                   |                    |                   |                   |
| 1. Replacing out-dated technology with newer technology.   | a. Workstations supported   | 4,400             | 5,300              | 6,200             | 5,700             |
|  | b. Servers supported  | 55                | 56                 | 60                | 75                |
| <b>ADMINISTRATION</b>  |   |                   |                    |                   |                   |
| 1. Processing requisitions and purchase orders for PC's, Network Communications, and telephone hardware, software, and supplies. | Purchase Orders issued  | 900               | 764                | 800               | 788               |

# 14 Information Systems—Financial



## Metro Information Systems GSD General Fund

| EXPENSE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>OPERATING EXPENSE:</b>                        |                   |                    |                   |                   |
| <b>PERSONAL SERVICES:</b>                        |                   |                    |                   |                   |
| Salary Expense                                   | 129,906           | 130,375            | 270,143           | 410,710           |
| Fringe Benefits                                  | 34,044            | 33,840             | 58,319            | 105,038           |
| Per Diem & Other Fees                            | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL PERSONAL SERVICES</b>                   | <b>163,950</b>    | <b>164,215</b>     | <b>328,462</b>    | <b>515,748</b>    |
| <b>OTHER SERVICES:</b>                           |                   |                    |                   |                   |
| Utilities  | 0                 | 0                  | 0                 | 0                 |
| Professional Services                            | 0                 | 0                  | 0                 | 0                 |
| Purchased Services                               | 4,800             | 3,955              | 24,955            | 34,994            |
| Travel   | 0                 | 12                 | 1,500             | 6,000             |
| Communications                                   | 0                 | 4                  | 300               | 3,550             |
| Printing   | 0                 | 0                  | 0                 | 0                 |
| Advertising & Promotion                          | 0                 | 0                  | 0                 | 0                 |
| Subscriptions                                    | 0                 | 0                  | 250               | 250               |
| Tuition, Reg., & Membership Dues                 | 0                 | 0                  | 500               | 5,500             |
| Repairs & Maintenance Services                   | 1,700             | 1,049              | 3,000             | 3,000             |
| Internal Service Fees                            | 6,900             | 7,953              | 9,167             | 18,430            |
| <b>TOTAL OTHER SERVICES</b>                      | <b>13,400</b>     | <b>12,973</b>      | <b>39,672</b>     | <b>71,724</b>     |
| <b>OTHER EXPENSE:</b>                            |                   |                    |                   |                   |
| Supplies and Materials                           | 4,060             | 6,686              | 7,000             | 10,000            |
| Misc. Other Expenses & Payments                  | 0                 | 0                  | 0                 | 0                 |
| Fixed Charges                                    | 500               | 0                  | 1,000             | 2,000             |
| Licenses, Permits, & Fees                        | 0                 | 0                  | 0                 | 0                 |
| Taxes  | 0                 | 0                  | 0                 | 0                 |
| Grant Contributions & Awards                     | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL OTHER EXPENSE</b>                       | <b>4,560</b>      | <b>6,686</b>       | <b>8,000</b>      | <b>12,000</b>     |
| <b>PENSION, ANNUITY, DEBT, &amp; OTHER COSTS</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>EQUIPMENT, BUILDINGS, &amp; LAND</b>          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>SPECIAL PROJECTS</b>                          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL OPERATING EXPENSE</b>                   | <b>181,910</b>    | <b>183,874</b>     | <b>376,134</b>    | <b>599,472</b>    |
| <b>TRANSFERS TO OTHER FUNDS &amp; UNITS:</b>     | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL EXPENSE AND TRANSFERS</b>               | <b>181,910</b>    | <b>183,874</b>     | <b>376,134</b>    | <b>599,472</b>    |

# 14 Information Systems—Financial



## Metro Information Systems GSD General Fund

| REVENUE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>PROGRAM REVENUE:</b>                          |                   |                    |                   |                   |
| <b>Charges, Commissions, &amp; Fees</b>          |                   |                    |                   |                   |
| Charges For Current Services                     | 820               | 912                | 900               | 500               |
| Commissions and Fees                             | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Charges, Commissions, &amp; Fees</b> | <b>820</b>        | <b>912</b>         | <b>900</b>        | <b>500</b>        |
| <b>Other Governments &amp; Agencies</b>          |                   |                    |                   |                   |
| Federal Direct                                   | 0                 | 0                  | 0                 | 0                 |
| Federal Through State                            | 0                 | 0                  | 0                 | 0                 |
| Federal Through Other Pass-Through               | 0                 | 0                  | 0                 | 0                 |
| State Direct                                     | 0                 | 0                  | 0                 | 0                 |
| Other Government Agencies                        | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Governments &amp; Agencies</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>Other Program Revenue</b>                     |                   |                    |                   |                   |
| Contributions and Gifts                          | 0                 | 0                  | 0                 | 0                 |
| Miscellaneous Revenue                            | 0                 | 2,282              | 2,728             | 1,000             |
| Use of Money or Property                         | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Program Revenue</b>            | <b>0</b>          | <b>2,282</b>       | <b>2,728</b>      | <b>1,000</b>      |
| <b>TOTAL PROGRAM REVENUE</b>                     | <b>820</b>        | <b>3,194</b>       | <b>3,628</b>      | <b>1,500</b>      |
| <b>NON-PROGRAM REVENUE:</b>                      |                   |                    |                   |                   |
| Property Taxes                                   | 0                 | 0                  | 0                 | 0                 |
| Local Option Sales Tax                           | 0                 | 0                  | 0                 | 0                 |
| Other Taxes, Licenses, & Permits                 | 0                 | 0                  | 0                 | 0                 |
| Fines, Forfeits, & Penalties                     | 0                 | 0                  | 0                 | 0                 |
| Compensation From Property                       | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL NON-PROGRAM REVENUE</b>                 | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TRANSFERS FROM OTHER FUNDS AND UNITS:</b>     | <b>0</b>          | <b>0</b>           | <b>100,000</b>    | <b>0</b>          |
| <b>TOTAL REVENUE AND TRANSFERS</b>               | <b>820</b>        | <b>3,194</b>       | <b>103,628</b>    | <b>1,500</b>      |

# 14 Information Systems—Financial



## Metro Information Systems Metro Information Systems Fund

| EXPENSE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>OPERATING EXPENSE:</b>                        |                   |                    |                   |                   |
| <b>PERSONAL SERVICES:</b>                        |                   |                    |                   |                   |
| Salary Expense                                   | 3,732,313         | 3,482,728          | 4,577,910         | 4,577,910         |
| Fringe Benefits                                  | 883,761           | 817,077            | 871,230           | 871,230           |
| Per Diem & Other Fees                            | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL PERSONAL SERVICES</b>                   | <b>4,616,074</b>  | <b>4,299,805</b>   | <b>5,449,140</b>  | <b>5,449,140</b>  |
| <b>OTHER SERVICES:</b>                           |                   |                    |                   |                   |
| Utilities  | 2,000             | 1,667              | 2,036             | 2,036             |
| Professional Services                            | 0                 | 1,252,283          | 300,000           | 300,000           |
| Purchased Services                               | 133,365           | 91,473             | 110,491           | 110,491           |
| Travel   | 7,956             | 14,720             | 23,456            | 23,456            |
| Communications                                   | 200               | 210                | 200               | 200               |
| Printing   | 50,000            | 26,677             | 36,000            | 36,000            |
| Advertising & Promotion                          | 0                 | 0                  | 0                 | 0                 |
| Subscriptions                                    | 500               | (490)              | 0                 | 0                 |
| Tuition, Reg., & Membership Dues                 | 7,500             | 42,060             | 190,000           | 190,000           |
| Repairs & Maintenance Services                   | 205,186           | 222,775            | 257,468           | 257,468           |
| Internal Service Fees                            | 142,972           | 143,728            | 135,324           | 135,324           |
| <b>TOTAL OTHER SERVICES</b>                      | <b>549,679</b>    | <b>1,795,103</b>   | <b>1,054,975</b>  | <b>1,054,975</b>  |
| <b>OTHER EXPENSE:</b>                            |                   |                    |                   |                   |
| Supplies and Materials                           | 42,048            | 199,584            | 106,625           | 106,625           |
| Misc. Other Expenses & Payments                  | 0                 | 0                  | 0                 | 0                 |
| Fixed Charges                                    | 9,240             | 11,122             | 11,022            | 11,022            |
| Licenses, Permits, & Fees                        | 471,347           | 420,087            | 522,378           | 522,378           |
| Taxes  | 0                 | 0                  | 0                 | 0                 |
| Grant Contributions & Awards                     | 0                 | 0                  | 500,000           | 500,000           |
| <b>TOTAL OTHER EXPENSE</b>                       | <b>522,635</b>    | <b>630,793</b>     | <b>1,140,025</b>  | <b>1,140,025</b>  |
| <b>PENSION, ANNUITY, DEBT, &amp; OTHER COSTS</b> | <b>320,597</b>    | <b>442,167</b>     | <b>499,333</b>    | <b>499,333</b>    |
| <b>EQUIPMENT, BUILDINGS, &amp; LAND</b>          | <b>0</b>          | <b>0</b>           | <b>15,000</b>     | <b>15,000</b>     |
| <b>SPECIAL PROJECTS</b>                          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL OPERATING EXPENSE</b>                   | <b>6,008,985</b>  | <b>7,167,868</b>   | <b>8,158,473</b>  | <b>8,158,473</b>  |
| <b>TRANSFERS TO OTHER FUNDS &amp; UNITS:</b>     | <b>141,822</b>    | <b>142,300</b>     | <b>437,822</b>    | <b>437,822</b>    |
| <b>TOTAL EXPENSE AND TRANSFERS</b>               | <b>6,150,807</b>  | <b>7,310,168</b>   | <b>8,596,295</b>  | <b>8,596,295</b>  |

# 14 Information Systems—Financial



## Metro Information Systems Metro Information Systems Fund

| REVENUE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>PROGRAM REVENUE:</b>                          |                   |                    |                   |                   |
| <b>Charges, Commissions, &amp; Fees</b>          |                   |                    |                   |                   |
| Charges For Current Services                     | 5,778,747         | 6,007,807          | 8,871,025         | 8,595,295         |
| Commissions and Fees                             | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Charges, Commissions, &amp; Fees</b> | <b>5,778,747</b>  | <b>6,007,807</b>   | <b>8,871,025</b>  | <b>8,595,295</b>  |
| <b>Other Governments &amp; Agencies</b>          |                   |                    |                   |                   |
| Federal Direct                                   | 0                 | 0                  | 0                 | 0                 |
| Federal Through State                            | 0                 | 0                  | 0                 | 0                 |
| Federal Through Other Pass-Through               | 0                 | 0                  | 0                 | 0                 |
| State Direct                                     | 0                 | 0                  | 0                 | 0                 |
| Other Government Agencies                        | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Governments &amp; Agencies</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>Other Program Revenue</b>                     |                   |                    |                   |                   |
| Contributions and Gifts                          | 0                 | 0                  | 0                 | 0                 |
| Miscellaneous Revenue                            | 700               | 9,112              | 350               | 200               |
| Use of Money or Property                         | 100,000           | 56,393             | 60,000            | 800               |
| <b>Subtotal Other Program Revenue</b>            | <b>100,700</b>    | <b>65,505</b>      | <b>60,350</b>     | <b>1,000</b>      |
| <b>TOTAL PROGRAM REVENUE</b>                     | <b>5,879,447</b>  | <b>6,073,312</b>   | <b>8,931,375</b>  | <b>8,596,295</b>  |
| <b>NON-PROGRAM REVENUE:</b>                      |                   |                    |                   |                   |
| Property Taxes                                   | 0                 | 0                  | 0                 | 0                 |
| Local Option Sales Tax                           | 0                 | 0                  | 0                 | 0                 |
| Other Taxes, Licenses, & Permits                 | 0                 | 0                  | 0                 | 0                 |
| Fines, Forfeits, & Penalties                     | 0                 | 0                  | 0                 | 0                 |
| Compensation From Property                       | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL NON-PROGRAM REVENUE</b>                 | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TRANSFERS FROM OTHER FUNDS AND UNITS:</b>     | <b>0</b>          | <b>500,000</b>     | <b>0</b>          | <b>0</b>          |
| <b>TOTAL REVENUE AND TRANSFERS</b>               | <b>5,879,447</b>  | <b>6,573,312</b>   | <b>8,931,375</b>  | <b>8,596,295</b>  |

# 14 Information Systems—Financial

## Metro Information Systems Special Purpose Fund

| EXPENSE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>OPERATING EXPENSE:</b>                        |                   |                    |                   |                   |
| <b>PERSONAL SERVICES:</b>                        |                   |                    |                   |                   |
| Salary Expense                                   | 0                 | 0                  | 0                 | 0                 |
| Fringe Benefits                                  | 0                 | 0                  | 0                 | 0                 |
| Per Diem & Other Fees                            | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL PERSONAL SERVICES</b>                   | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>OTHER SERVICES:</b>                           |                   |                    |                   |                   |
| Utilities  | 0                 | 0                  | 0                 | 0                 |
| Professional Services                            | 0                 | 149,521            | 0                 | 10,000            |
| Purchased Services                               | 0                 | 0                  | 0                 | 0                 |
| Travel   | 0                 | 0                  | 0                 | 0                 |
| Communications                                   | 0                 | 119                | 0                 | 0                 |
| Printing   | 0                 | 0                  | 0                 | 0                 |
| Advertising & Promotion                          | 0                 | 0                  | 0                 | 0                 |
| Subscriptions                                    | 0                 | 0                  | 0                 | 0                 |
| Tuition, Reg., & Membership Dues                 | 0                 | 0                  | 0                 | 0                 |
| Repairs & Maintenance Services                   | 0                 | 0                  | 0                 | 0                 |
| Internal Service Fees                            | 0                 | 37                 | 0                 | 0                 |
| <b>TOTAL OTHER SERVICES</b>                      | <b>0</b>          | <b>149,677</b>     | <b>0</b>          | <b>10,000</b>     |
| <b>OTHER EXPENSE:</b>                            |                   |                    |                   |                   |
| Supplies and Materials                           | 0                 | 0                  | 0                 | 0                 |
| Misc. Other Expenses & Payments                  | 0                 | 0                  | 0                 | 0                 |
| Fixed Charges                                    | 0                 | 0                  | 0                 | 0                 |
| Licenses, Permits, & Fees                        | 0                 | 0                  | 0                 | 0                 |
| Taxes  | 0                 | 0                  | 0                 | 0                 |
| Grant Contributions & Awards                     | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL OTHER EXPENSE</b>                       | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>PENSION, ANNUITY, DEBT, &amp; OTHER COSTS</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>EQUIPMENT, BUILDINGS, &amp; LAND</b>          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>SPECIAL PROJECTS</b>                          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL OPERATING EXPENSE</b>                   | <b>0</b>          | <b>149,677</b>     | <b>0</b>          | <b>10,000</b>     |
| <b>TRANSFERS TO OTHER FUNDS &amp; UNITS:</b>     | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL EXPENSE AND TRANSFERS</b>               | <b>0</b>          | <b>149,677</b>     | <b>0</b>          | <b>10,000</b>     |

# 14 Information Systems—Financial

## Metro Information Systems Special Purpose Fund

| REVENUE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>PROGRAM REVENUE:</b>                          |                   |                    |                   |                   |
| <b>Charges, Commissions, &amp; Fees</b>          |                   |                    |                   |                   |
| Charges For Current Services                     | 0                 | 0                  | 0                 | 0                 |
| Commissions and Fees                             | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Charges, Commissions, &amp; Fees</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>Other Governments &amp; Agencies</b>          |                   |                    |                   |                   |
| Federal Direct                                   | 0                 | 0                  | 0                 | 0                 |
| Federal Through State                            | 0                 | 0                  | 0                 | 0                 |
| Federal Through Other Pass-Through               | 0                 | 0                  | 0                 | 0                 |
| State Direct                                     | 0                 | 0                  | 0                 | 0                 |
| Other Government Agencies                        | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Governments &amp; Agencies</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>Other Program Revenue</b>                     |                   |                    |                   |                   |
| Contributions and Gifts                          | 0                 | 0                  | 0                 | 0                 |
| Miscellaneous Revenue                            | 0                 | 0                  | 0                 | 0                 |
| Use of Money or Property                         | 0                 | 799                | 0                 | 600               |
| <b>Subtotal Other Program Revenue</b>            | <b>0</b>          | <b>799</b>         | <b>0</b>          | <b>600</b>        |
| <b>TOTAL PROGRAM REVENUE</b>                     | <b>0</b>          | <b>799</b>         | <b>0</b>          | <b>600</b>        |
| <b>NON-PROGRAM REVENUE:</b>                      |                   |                    |                   |                   |
| Property Taxes                                   | 0                 | 0                  | 0                 | 0                 |
| Local Option Sales Tax                           | 0                 | 0                  | 0                 | 0                 |
| Other Taxes, Licenses, & Permits                 | 0                 | 0                  | 0                 | 0                 |
| Fines, Forfeits, & Penalties                     | 0                 | 157,997            | 0                 | 9,400             |
| Compensation From Property                       | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL NON-PROGRAM REVENUE</b>                 | <b>0</b>          | <b>157,997</b>     | <b>0</b>          | <b>9,400</b>      |
| <b>TRANSFERS FROM OTHER FUNDS AND UNITS:</b>     | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL REVENUE AND TRANSFERS</b>               | <b>0</b>          | <b>158,796</b>     | <b>0</b>          | <b>10,000</b>     |

# 14 Information Systems—Financial



**Reminder:** Some classifications were deleted and new classifications (class number 10000 and above) were added to implement the 2002 Reclassification Study & Pay Plan. Many of the class changes from FY 2001 to FY 2002 were due to implementing that Study.

|                                       |              |              | FY 2001          |                 | FY 2002          |                 | FY 2003          |                 |
|---------------------------------------|--------------|--------------|------------------|-----------------|------------------|-----------------|------------------|-----------------|
|                                       | <u>Class</u> | <u>Grade</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> |
| 14 Government Access - GSD Fund 10101 |              |              |                  |                 |                  |                 |                  |                 |
| Admin Svcs Mgr                        | 7242         | SR13         | 0                | 0.0             | 0                | 0.0             | 1                | 1.0             |
| Admin Svcs Officer 4                  | 7245         | SR12         | 0                | 0.0             | 0                | 0.0             | 1                | 1.0             |
| Program Coordinator                   | 6034         | SR09         | 1                | 1.0             | 2                | 2.0             | 1                | 1.0             |
| Program Spec 3                        | 7380         | SR10         | 0                | 0.0             | 0                | 0.0             | 4                | 4.0             |
| Video Prod Specialist                 | 6798         | SR07         | 3                | 3.0             | 5                | 5.0             | 3                | 3.0             |
| Total Positions & FTE                 |              |              | 4                | 4.0             | 7                | 7.0             | 10               | 10.0            |
| 14 MIS - Fund 51137                   |              |              |                  |                 |                  |                 |                  |                 |
| Accountant 2                          | 7237         | GS07         | 0                | 0.0             | 1                | 1.0             | 0                | 0.0             |
| Admin Services Manager                | 7242         | SR13         | 0                | 0.0             | 2                | 2.0             | 1                | 1.0             |
| Admin Services Officer 1              | 2660         | SR06         | 1                | 0.5             | 1                | 0.5             | 2                | 1.0             |
| Admin Services Officer 4              | 7245         | SR12         | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Administrative Assistant 2            | 7241         | SR09         | 2                | 2.0             | 2                | 2.0             | 1                | 1.0             |
| Cable TV Franchise Admin              | 7259         | GS13         | 1                | 1.0             | 1                | 1.0             | 0                | 0.0             |
| Comm Analyst 1                        | 6918         | GS09         | 2                | 2.0             | 0                | 0.0             | 0                | 0.0             |
| Comm Technician 2                     | 6919         | GS08         | 1                | 1.0             | 1                | 1.0             | 0                | 0.0             |
| Communications Analyst 2              | 7769         | SR11         | 1                | 1.0             | 0                | 0.0             | 0                | 0.0             |
| Communications Manager                | 6898         | SR13         | 2                | 2.0             | 2                | 2.0             | 2                | 2.0             |
| Communications Specialist             | 7265         | SR12         | 2                | 2.0             | 4                | 4.0             | 4                | 4.0             |
| Computer Operator 1                   | 1430         | GS04         | 1                | 1.0             | 0                | 0.0             | 0                | 0.0             |
| Computer Operator 2                   | 4540         | SR06         | 5                | 5.0             | 3                | 3.0             | 3                | 3.0             |
| Computer Operator 3                   | 7268         | SR07         | 2                | 2.0             | 3                | 3.0             | 3                | 3.0             |
| Computer Ops Scheduler                | 1301         | SR06         | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Computer Ops Shift Supv               | 1302         | SR11         | 4                | 4.0             | 4                | 4.0             | 4                | 4.0             |
| Customer Service Rep 3                | 7284         | GS05         | 1                | 1.0             | 1                | 1.0             | 0                | 0.0             |
| Database Administrator                | 6818         | SR14         | 1                | 1.0             | 2                | 2.0             | 1                | 1.0             |
| Database Analyst                      | 7285         | SR13         | 0                | 0.0             | 0                | 0.0             | 2                | 2.0             |
| DP Control Specialist                 | 7288         | SR06         | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| DP Cust Supt Rep                      | 7286         | GS05         | 1                | 2.0             | 2                | 2.0             | 0                | 0.0             |
| Info Sys Cust Support Rep 1           | 10114        | SR07         | 0                | 0.0             | 0                | 0.0             | 1                | 1.0             |
| Info Sys Cust Support Rep 1           | 10115        | SR08         | 0                | 0.0             | 0                | 0.0             | 1                | 1.0             |
| Info Systems Analyst 1                | 7779         | SR10         | 11               | 11.0            | 9                | 9.0             | 6                | 6.0             |
| Info Systems Analyst 2                | 7780         | SR11         | 2                | 2.0             | 3                | 3.0             | 3                | 3.0             |
| Info Systems Associate                | 7781         | GS05         | 3                | 0.0             | 0                | 0.0             | 0                | 0.0             |
| Info Systems Asst Director            | 7744         | SR15         | 0                | 3.0             | 3                | 3.0             | 1                | 1.0             |
| Info Systems Div Mgr                  | 7318         | SR14         | 3                | 4.0             | 4                | 4.0             | 5                | 5.0             |
| Info Systems Manager                  | 7782         | SR13         | 9                | 8.0             | 8                | 8.0             | 13               | 13.0            |
| Info Systems Specialist               | 7783         | SR12         | 13               | 13.0            | 20               | 20.0            | 26               | 26.0            |
| Info Systems Tech 1                   | 7784         | SR08         | 0                | 0.0             | 4                | 4.0             | 5                | 5.0             |
| Infor Systems Tech 2                  | 7785         | SR09         | 0                | 0.0             | 0                | 0.0             | 3                | 3.0             |
| Information Systems Dir               | 7113         | DP02         | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Information Systems Manager           | 7782         | SR13         | 0                | 0.0             | 0                | 0.0             | 2                | 2.0             |
| Office Assistant 2                    | 7748         | GS04         | 1                | 0.0             | 0                | 0.0             | 0                | 0.0             |
| Office Assistant 3                    | 7749         | GS05         | 2                | 2.0             | 2                | 2.0             | 0                | 0.0             |
| Office Manager 2                      | 7339         | GS07         | 2                | 2.0             | 1                | 1.0             | 0                | 0.0             |
| Office Support Rep 3                  | 10122        | SR06         | 0                | 0.0             | 0                | 0.0             | 1                | 1.0             |
| Office Support Spec 2                 | 10124        | SR08         | 0                | 0.0             | 0                | 0.0             | 1                | 1.0             |
| Program Specialist 3                  | 7380         | GS09         | 1                | 1.0             | 0                | 0.0             | 0                | 0.0             |
| Systems Advisor 1                     | 7234         | SR13         | 6                | 6.0             | 8                | 8.0             | 9                | 9.0             |
| Systems Advisor 2                     | 7407         | GS13         | 3                | 2.5             | 1                | 0.5             | 0                | 0.0             |
| Total Positions & FTE                 |              |              | 87               | 86.0            | 96               | 95.0            | 104              | 103.0           |
| Grand Total                           |              |              | 91               | 90.0            | 103              | 102.0           | 114              | 113.0           |

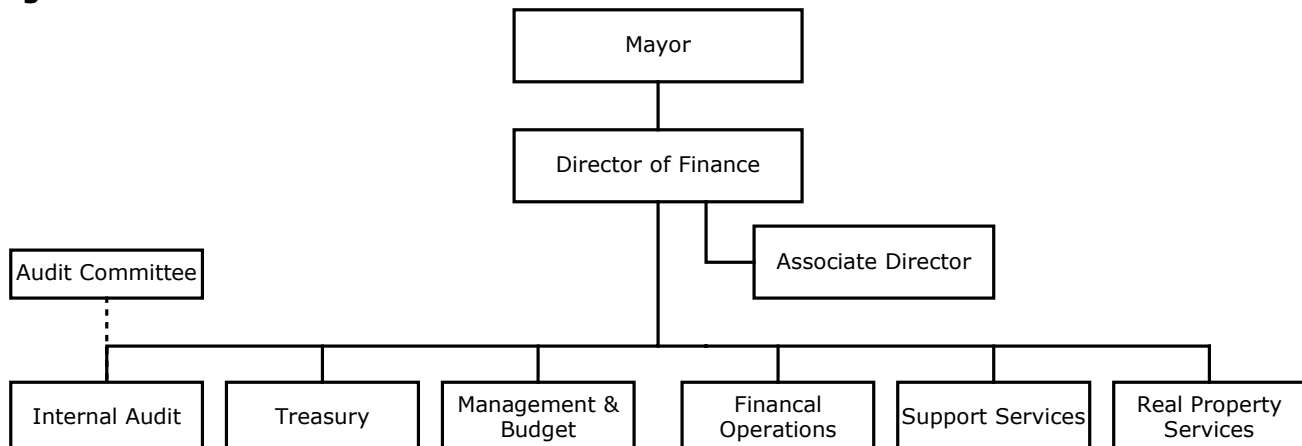


# 15 Finance-At a Glance



|                |  |             |              |              |
|----------------|--|-------------|--------------|--------------|
| Vision         | Excellence in the management of public resources.  |             |              |              |
| Mission        | The Department of Finance provides leadership by promoting sound management principles and practices and by effectively managing financial and other resources to enable the community to achieve its goals. |             |              |              |
| Budget Summary |  | 2000-01     | 2001-02      | 2002-03      |
|                | Expenditures and Transfers:  |             |              |              |
|                | GSD General Fund   | \$7,417,132 | \$8,474,856  | \$9,374,120  |
|                | ADA Management   | 315,152     | 776,812      | 819,937      |
|                | Real Property Services   | 816,062     | 1,023,100    | 1,105,000    |
|                | Treasury Management  | 0           | 744,694      | 762,201      |
|                | Surplus Property Auction   | 0           | 0            | 30,000       |
|                | Special purpose funds  | 0           | 0            | 0            |
|                | Total Expenditures   | \$8,548,346 | \$11,019,462 | \$12,091,258 |
|                | Revenues and Transfers:  |             |              |              |
|                | Charges, Commissions, & Fees   | \$816,062   | \$1,768,469  | \$1,867,876  |
|                | Other Governments  | 0           | 0            | 0            |
|                | Other Program Revenue  | 360,623     | 0            | 30,000       |
|                | Total Program Revenue  | \$1,176,685 | \$1,768,469  | \$1,897,876  |
|                | Non-program Revenue  | 284,837     | 274,300      | 92,647       |
|                | Transfers  | 315,152     | 1,435,679    | 1,547,637    |
|                | Total Revenues   | \$1,776,674 | \$3,478,448  | \$3,538,160  |
| Positions      | Total Budgeted Positions   |             |              |              |
|                |  | 100         | 159          | 174          |
| Contacts       | Director: David Manning email: david.manning@nashville.gov<br>Financial Manager: Talia Lomax-O'dneal email: talia.lomaxodneal@nashville.gov<br><br>107 Metro Courthouse 37201 Phone: 862-6151 FAX: 862-6156  |             |              |              |

## Organizational Structure



# 15 Finance-At a Glance



## Budget Highlights for FY 2003

### GSD

|   |                |
|---|----------------|
| • Pay Plan/Benefit adjustments  | \$335,600      |
| • Postal Service rates increase   | 7,400          |
| • Information Systems billings  | -80,692        |
| • Telecommunication net adjustment  | -18,044        |
| • General Fund appropriation for Office of Americans with Disability Act for program costs                              | 160,000        |
| • Increased operating expense for the Office of Minority and Small Business   | 15,000         |
| • Add 2 positions to staff the Office Minority and Small Business   | 90,000         |
| • Disparity Study for Office of Minority and Small Business   | 300,000        |
| • Add 2 positions in Financial Operations due to the additional accounting work on upcoming Board of Education projects | 90,000         |
|   | <u>899,264</u> |

### Real Property Services\*

|  |               |
|--|---------------|
| • Pay Plan/Benefit adjustment                          | 30,100        |
| • Add Technical Specialist 1 due to increased workload | 51,800        |
|  | <u>81,900</u> |

### Treasury\*

|                                |        |
|--------------------------------|--------|
| • Information Systems billings | 17,507 |
|--------------------------------|--------|

### ADA\*\*

|   |               |
|---|---------------|
| • Pay Plan/Benefit adjustment                   | 24,650        |
| • Fleet Management Consolidation net adjustment | 550           |
| • Information Systems billings                  | 17,925        |
|   | <u>43,125</u> |

|       |                    |
|-------|--------------------|
| Total | <u>\$1,041,796</u> |
|-------|--------------------|

\* This is an Internal Service Fund and expenses are offset by revenues.

\*\*This is a Special Revenue Fund and expenses are offset by revenues.

## Overview

### DIRECTOR OF FINANCE

The Finance Director administers the financial affairs of the Metropolitan Government in accordance with the provisions of the Charter, applicable ordinances, other laws and regulations, and practices of sound financial management. The Director of Finance is responsible to the Mayor for the oversight of the activities of the department and the implementation of the strategic plan.

### INTERNAL AUDIT

Internal Audit audits each department periodically to assess department performance in terms of the effectiveness and efficiency with which each department

carries out its mission; reviews departments' system of internal controls to ensure that resources are managed appropriately and that information is properly, promptly and accurately processed; and present audit findings and recommendations to management, to the Administration, to the Council and to the public.

This Office performs requested audit work, studies or other assistance as requested by the Director of Finance, Mayor or other departments. It also provides audit implementation assistance to departments as needed as well as monitors the implementation status of issued audits and provides status reports to audit committee and others.

It also performs special projects and works with Finance and other Metro teams that provide or enhance the overall sound management of Metro.

### TREASURY

The Treasury Cash Management section of this Office processes deposits and revenue postings received from various Metro Departments. It also prints and distributes daily vendor check runs, prepares all Treasury related accounting entries, manages Metro's banking relationship and reviews/analyzes benefit trust fund bank activity.

The Treasury Investment Management section of this Office maintains current investment portfolios as well as analyzes daily cash position and make appropriate investment decisions. It also supports the Investment Committee of the Employee Benefit Board, the Cash Investment Committee and the Plan Administrator for Deferred Compensation Plan.

The Treasury Debt Management section of this Office reviews all proposals for issuing or restructuring prior issues of Metro general obligation or revenue bonds and coordinates issuing activities between the Metro team, consultants, bond attorneys, and underwriters. It also prepares arbitrage rebate liability charts and graphs for management review as well as prepares annual disclosure statements.

### MANAGEMENT AND BUDGET

The Office of Management and Budget (OMB) supports all entities within Metro Government in their core business functions of planning and budgeting. The OMB coordinates and manages Metro Government's annual operating and capital budgets; implements and manages a comprehensive system of "managing for results" (strategic planning and performance measurement); implements and manages full cost accounting and indirect cost policies and procedures; and prepares financial documents for the Department of Finance.

### FINANCIAL OPERATIONS

Financial Operations serves as the steward of the financial resources of Metropolitan Government. Financial transactions and data are managed through the FASTnet (Financial Administrative Shared Teleprocessing Network) financial and accounting system.

# 15 Finance-At a Glance



The Office of Financial Operations consists of three Divisions:

- Accounts
- Payroll and Benefits
- FASTnet

The Division of Accounts establishes accounting policy; maintains the comprehensive chart of accounts; provides financial reporting, including the CAFR (Comprehensive Annual Financial Report) and Single Audit; maintains accurate and timely general ledger for the Government; provides accounts payable processing; provides debt service administration; and maintains fixed asset records.

The Division of Payroll and Benefits provides payroll and pension processing, including disbursement of taxes, deductions and benefits, for active and retired employees.

The Division of FASTnet provides the implementation, support and training of software within FASTnet (including general ledger, accounts payable, accounts receivable, purchase order processing, fixed assets, work order & service billing, budgeting and position control, human resources, payroll & pensions, and employee benefits) as well as other complementary financial management software solutions.

## SUPPORT SERVICES

The Office of Support Services includes into a collection of diverse divisions that deliver essential services to all Metro agencies. The Office encompasses seven divisions:

- Americans with Disabilities Act (ADA) Compliance
- Customer and Claim Services
- Grants Coordination
- Grants Monitoring
- Minority and Small Business Assistance
- Purchasing
- Surplus Property Warehouse

ADA Compliance coordinates the efforts of Metro Government to comply with the requirements of the Americans with Disabilities Act of 1990 and other affiliated legislation and regulation.

Customer Service and Claims provides a centralized call center to assist Metro in providing customer services to Metro citizens and employees. In addition, this area assists Metro with accounts receivable management and Health Insurance Portability and Accountability Act (HIPAA) Compliance.

Division of Grants Coordination ( DGC) assists Metro in participating effectively in grant programs that are designed to promote innovations, enhanced services, and professional development within local government. DGC provides assistance in Funding Development and Coordination of Grants.

Division of Grants Monitoring (DGM) is responsible for conducting programmatic and fiscal compliance reviews of Metro's grant programs. The reviews include Metro departments and agencies that receive federal and state grants, and non-profit organizations that receive direct appropriations from Metro.

The Division of Purchasing administers procurement policies and procedures and also facilitates the procurement goods, services, and construction for Metropolitan Government of Nashville and Davidson County except for a few agencies that are exempt.

Minority and Small Business provides information, technical assistance and resources to small and minority businesses in Davidson County to enhance their economic growth.

The Division of Surplus Property supports Metro agencies in the disposition, redistribution and sale of Metro personal property that is deemed excess or surplus.

## REAL PROPERTY SERVICES

The Office of Real Property Services administers and enhances the planning, design, and construction management processes for all capital outlay projects. While seeking to maximize the use of Metro-owned real properties, this office also maintains a comprehensive inventory of all Metro-owned and/or leased facilities.

This Office plans and designs for the "highest and best" use of Metro facilities and real estate; manages or monitors all Metro facility-related construction projects; acquires and disposes of real property assets through purchase or lease; conducts space needs analysis; administers real property leases; plans and implements appropriate tenant loading of Metro facilities; provides technical support for Metro agencies and direction for consultants providing service to Metro Nashville Government; designs and implements a "Facilities Revolving Fund"; provides staff assistance to the ADA Compliance Committee; and assists in the development of the Capital Improvements Budget.

This Office was formerly known as Facilities Planning and Construction Management.

# 15 Finance–Performance



| Objectives   | Performance Measures  | FY 2001<br>Budget    | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|---|----------------------|--------------------|-------------------|-------------------|
| <b>DIRECTOR OF FINANCE</b>   |   |                      |                    |                   |                   |
| 1. Ensure the continuing fiscal integrity of the Metropolitan Government.  | Bond ratings, most recent General Obligation issue:<br>Standard & Poor's<br>Moody's Investor Service<br>Fitch   | AA<br>Aa2<br>AA+     | AA<br>Aa2<br>AA+   | AA<br>Aa2<br>AA+  | AA<br>Aa2<br>AA+  |
| <b>INTERNAL AUDIT</b>  |   |                      |                    |                   |                   |
| 1. Conduct routine performance, internal control and compliance audits and special audits of Metro departments, boards, commissions, agencies, elected officials, and other accounts. Provides management with assistance as needed. | a. Performance audit rotation plan (number of audits issued)<br>b. Requested audit work (number of reports issued)<br>c. Implementation monitoring<br>d. Special projects | na<br>na<br>na<br>na | 6<br>6<br>na<br>1  | 5<br>8<br>9<br>4  | 6<br>8<br>15<br>4 |
| N/A Performance measures for FY 2001 and FY 2002 were budgeted hours.  |   |                      |                    |                   |                   |
| <b>TREASURY</b>  |   |                      |                    |                   |                   |
| 1. Accurately process all receipts.  | Number of receivable warrants processed   | 22,000               | 18,449             | 21,000            | 21,000            |
| 2. Control release of all vendor checks.   | Number of vendor checks processed   | 60,000               | 54,203             | 61,000            | 61,000            |
| 3. Effectively manage all invested funds.  | Achieve average annual rate of return greater than: 90 day T-Bill Index and State LGIP on cash  | yes                  | yes                | yes               | yes               |
| <b>MANAGEMENT AND BUDGET</b>   |   |                      |                    |                   |                   |
| <b>Capital Budget</b>  |   |                      |                    |                   |                   |
| 1. Implement governmental best practices in Capital Budget preparation.  | Implementation of best practices  | na                   | na                 | yes               | yes               |
| 2. Provide quarterly status reports on approved and funded capital projects.   | Number of quarterly capital project updates distributed   | na                   | na                 | 4                 | 4                 |
| <b>Managing for Results</b>  |   |                      |                    |                   |                   |
| 1. Facilitate training and support departments in their implementation of Managing for Results.  | Number of departments successfully recruited and implementing Managing for Results  | na                   | 1                  | 16                | 36                |
| <b>Cost Accounting</b>   |   |                      |                    |                   |                   |
| 1. Provide assistance to all Metro agencies in establishing and maintaining effective indirect cost recovery programs.   | Number of departments utilizing new indirect cost recovery process  | na                   | 6                  | 6                 | 6                 |

# 15 Finance–Performance



| Objectives   | Performance Measures   | FY 2001 Budget | FY 2001 Actuals | FY 2002 Budget | FY 2003 Budget |
|--|--|----------------|-----------------|----------------|----------------|
| 2. Provide assistance to all Metro agencies to ensure billing rate structures are effective and comply with local, state, and federal policies and procedures. | Number of Metro agency billing rate structures reviewed annually | na             | 5               | 5              | 5              |

## Operating Budget

|   |  |     |     |     |     |
|---|--|-----|-----|-----|-----|
| 1. Prepare and distribute a balanced operating budget by May 25 of each fiscal year that represents best practices in governmental budgeting. | Receive Government Finance Officer's Association Distinguished Budget Presentation Award | yes | yes | yes | yes |
|---|--|-----|-----|-----|-----|

## FINANCIAL OPERATIONS

### Accounts

|  |  |     |     |     |     |
|--|--|-----|-----|-----|-----|
| 1. Process the financial transactions of Metropolitan Government timely and accurately. Issue reports of the financial condition and operation of Metropolitan Government timely and accurately. | a. Receive unqualified audit opinion   | yes | yes | yes | yes |
|  | b. Receive GFOA Certificate of Achievement in Financial Reporting                                    | yes | yes | yes | yes |
|  | c. Initiate imaging and document management and workflow solutions (accounts payable, payroll, etc.) | na  | na  | yes | yes |
|  | d. Issue CAFR and Single Audit within required timeframe   | na  | na  | yes | yes |
|  | e. Implement GASB 34 for year end June 30, 2002  | na  | na  | yes | yes |
|  | f. Develop tools for measuring the promptness of payments to vendors                                 | na  | na  | yes | na  |

### Payroll and Benefits

|   |   |    |    |     |     |
|---|---|----|----|-----|-----|
| 1. Execute payrolls (active and retiree) timely and accurately. Distribute paychecks and disburse related payroll liabilities in a timely and efficient manner. Simplify payroll frequency. Encourage direct deposit. | a. Implement labor management software  | na | na | yes | yes |
|   | b. Convert weekly payroll employees to semi-monthly pay frequency   | na | na | yes | na  |
|   | c. Maintain integrity over pension calculations and streamline underlying process for improved customer service | na | na | yes | yes |

### FASTnet

|   |   |    |    |    |     |
|---|---|----|----|----|-----|
| 1. Ongoing education and training to improve the use of FASTnet as a tool to improve fiscal management and efficiency. Procure and implement solutions that integrate and complement FASTnet in the areas of time and labor | a. Expand use of job cost module        | na | na | na | yes |
|   | b. Complete MBOE implementation project | na | na | na | yes |

# 15 Finance–Performance



| Objectives   | Performance Measures   | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|--|-------------------|--------------------|-------------------|-------------------|
| management, imaging, and document and workflow management.   |  |                   |                    |                   |                   |
| <b>SUPPORT SERVICES</b>  |  |                   |                    |                   |                   |
| <b>ADA Compliance</b>  |  |                   |                    |                   |                   |
| 1. Develop, adopt and implement procedures necessary to institutionalize compliance with the American's with Disabilities Act.   | a. Completion of self-evaluation of programs, services, activities and facilities. (%)   | na                | na                 | 100               | 99.9              |
|  | b. Percentage of Metropolitan Government construction and renovation of all parks, playgrounds, facilities and rights-of-ways that include compliance requirements | na                | na                 | na                | 75                |
| <b>Customer and Claims Services</b>  |  |                   |                    |                   |                   |
| 1. To implement a customer relationship management system to deliver and track pertinent customer information.   | Successful resolution of issues raised through the customer management system. (%)   | na                | na                 | na                | 90                |
| <b>Grants Coordination</b>   |  |                   |                    |                   |                   |
| 1. To provide support services to Metro agencies for new grant opportunities and the grant approval process.   | Improve grant approval process   | na                | na                 | na                | yes/no            |
| <b>Grants Monitoring</b>   |  |                   |                    |                   |                   |
| 1. To conduct internal monitoring of Metro agencies that receive federal and state financial assistance and non-profit organizations that receive appropriations from Metro government is the responsibility of this division. | a. Percentage of Metro agencies receiving federal and state grants that are monitored by year-end  | na                | na                 | na                | 80%               |
|  | b. 100% of non-profits monitored by year-end   | na                | na                 | na                | yes               |
| <b>Minority &amp; Small Business Assistance</b>  |  |                   |                    |                   |                   |
| 1. To promote the development of minority and small businesses in Nashville and Davidson County by providing information, technical assistance and resources to enhance their economic growth.                                 | a. Number of small and minority businesses that are provided with technical assistance and educational workshops   | na                | na                 | na                | 100               |
|  | b. Number of Metro departments that are provided with technical assistance and educational workshops   | na                | na                 | na                | 10                |

# 15 Finance–Performance



| Objectives  | Performance Measures   | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|---|--|-------------------|--------------------|-------------------|-------------------|
| <b>Purchasing</b>   |  |                   |                    |                   |                   |
| 1. Procure goods, services, and construction needed by Metro agencies.  | a. Annual valid protests of purchasing awards                                  | na                | na                 | na                | <1                |
|   | b. Design and complete implementation plan of e-procurement system             | na                | na                 | na                | yes               |
|   | c. Develop customer relation strategy by year-end                              | na                | na                 | na                | yes               |
| <b>Surplus Property Warehouse</b>   |  |                   |                    |                   |                   |
| 1. To coordinate and facilitate excess property transfers, surplus property dispositions, and new vehicle/equipment transactions. | a. On-line auction system implemented  | na                | na                 | na                | yes               |
|   | b. Customer expectation baseline is created                                    | na                | na                 | na                | yes               |
| <b>REAL PROPERTY SERVICES</b>   |  |                   |                    |                   |                   |
| 1. Administer and enhance the planning, design, and construction management processes for all capital outlay projects.            | a. Complete projects on schedule (%)   | na                | na                 | na                | 75                |
|   | b. Projects completed within or under budget (%)                               | na                | na                 | na                | 75                |
| 2. Increase customer awareness of the services offered by the Office of Real Property Services.                                   | Implement a marketing campaign to increase customer awareness of our services  | na                | na                 | na                | yes               |
| 3. Design and implement a Facilities Revolving Fund.  | Development of Facilities Revolving Fund (FRF) and a plan for implementing FRF | na                | na                 | na                | yes               |
| 4. Promote the effective and consistent use of Metro leased properties/facilities.  | Percentage of Metro leases that are reviewed                                   | na                | na                 | na                | 100               |

# 15 Finance–Financial



## Finance GSD General Fund

| EXPENSE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>OPERATING EXPENSE:</b>                        |                   |                    |                   |                   |
| <b>PERSONAL SERVICES:</b>                        |                   |                    |                   |                   |
| Salary Expense                                   | 4,280,064         | 3,688,640          | 5,662,445         | 6,106,145         |
| Fringe Benefits                                  | 1,135,889         | 873,197            | 1,439,552         | 1,511,452         |
| Per Diem & Other Fees                            | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL PERSONAL SERVICES</b>                   | <b>5,415,953</b>  | <b>4,561,837</b>   | <b>7,101,997</b>  | <b>7,617,597</b>  |
| <b>OTHER SERVICES:</b>                           |                   |                    |                   |                   |
| Utilities  | 2,100             | 1,275              | 600               | 600               |
| Professional Services                            | 1,368,378         | 1,934,327          | 226,839           | 526,839           |
| Purchased Services                               | 57,885            | 62,785             | 32,246            | 32,246            |
| Travel   | 22,822            | 21,584             | 74,495            | 75,495            |
| Communications                                   | 2,660             | 2,783              | 4,232             | 5,232             |
| Printing   | 37,067            | 39,040             | 60,053            | 65,053            |
| Advertising & Promotion                          | 11,900            | 14,467             | 19,290            | 19,290            |
| Subscriptions                                    | 17,548            | 9,512              | 16,998            | 17,998            |
| Tuition, Reg., & Membership Dues                 | 28,525            | 31,446             | 61,137            | 62,137            |
| Repairs & Maintenance Services                   | 25,150            | 22,883             | 35,804            | 35,804            |
| Internal Service Fees                            | 156,318           | 130,431            | 486,373           | 395,037           |
| <b>TOTAL OTHER SERVICES</b>                      | <b>1,730,353</b>  | <b>2,270,533</b>   | <b>1,018,067</b>  | <b>1,235,731</b>  |
| <b>OTHER EXPENSE:</b>                            |                   |                    |                   |                   |
| Supplies and Materials                           | 30,446            | 64,574             | 93,941            | 99,941            |
| Misc. Other Expenses & Payments                  | 0                 | 0                  | 0                 | 0                 |
| Fixed Charges                                    | 5,000             | 3,007              | 2,000             | 2,000             |
| Licenses, Permits, & Fees                        | 234,970           | 235,373            | 258,851           | 258,851           |
| Taxes  | 300               | 538                | 0                 | 0                 |
| Grant Contributions & Awards                     | 110               | 198                | 0                 | 0                 |
| <b>TOTAL OTHER EXPENSE</b>                       | <b>270,826</b>    | <b>303,690</b>     | <b>354,792</b>    | <b>360,792</b>    |
| <b>PENSION, ANNUITY, DEBT, &amp; OTHER COSTS</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>EQUIPMENT, BUILDINGS, &amp; LAND</b>          | <b>0</b>          | <b>5,350</b>       | <b>0</b>          | <b>0</b>          |
| <b>SPECIAL PROJECTS</b>                          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL OPERATING EXPENSE</b>                   | <b>7,417,132</b>  | <b>7,141,410</b>   | <b>8,474,856</b>  | <b>9,214,120</b>  |
| <b>TRANSFERS TO OTHER FUNDS &amp; UNITS:</b>     | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>160,000</b>    |
| <b>TOTAL EXPENSE AND TRANSFERS</b>               | <b>7,417,132</b>  | <b>7,141,410</b>   | <b>8,474,856</b>  | <b>9,374,120</b>  |



# 15 Finance–Financial



## Finance GSD General Fund

| REVENUE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>PROGRAM REVENUE:</b>                          |                   |                    |                   |                   |
| <b>Charges, Commissions, &amp; Fees</b>          |                   |                    |                   |                   |
| Charges For Current Services                     | 0                 | 901                | 675               | 675               |
| Commissions and Fees                             | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Charges, Commissions, &amp; Fees</b> | <b>0</b>          | <b>901</b>         | <b>675</b>        | <b>675</b>        |
| <b>Other Governments &amp; Agencies</b>          |                   |                    |                   |                   |
| Federal Direct                                   | 0                 | 0                  | 0                 | 0                 |
| Federal Through State                            | 0                 | 0                  | 0                 | 0                 |
| Federal Through Other Pass-Through               | 0                 | 0                  | 0                 | 0                 |
| State Direct                                     | 0                 | 0                  | 0                 | 0                 |
| Other Government Agencies                        | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Governments &amp; Agencies</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>Other Program Revenue</b>                     |                   |                    |                   |                   |
| Contributions and Gifts                          | 0                 | 249,570            | 0                 | 0                 |
| Miscellaneous Revenue                            | 0                 | 29,206             | 0                 | 0                 |
| Use of Money or Property                         | 360,623           | 0                  | 0                 | 0                 |
| <b>Subtotal Other Program Revenue</b>            | <b>360,623</b>    | <b>278,776</b>     | <b>0</b>          | <b>0</b>          |
| <b>TOTAL PROGRAM REVENUE</b>                     | <b>360,623</b>    | <b>279,677</b>     | <b>675</b>        | <b>675</b>        |
| <b>NON-PROGRAM REVENUE:</b>                      |                   |                    |                   |                   |
| Property Taxes                                   | 0                 | 0                  | 0                 | 0                 |
| Local Option Sales Tax                           | 0                 | 0                  | 0                 | 0                 |
| Other Taxes, Licenses, & Permits                 | 0                 | 0                  | 0                 | 0                 |
| Fines, Forfeits, & Penalties                     | 0                 | 0                  | 0                 | 0                 |
| Compensation From Property                       | 284,837           | 263,463            | 274,300           | 92,647            |
| <b>TOTAL NON-PROGRAM REVENUE</b>                 | <b>284,837</b>    | <b>263,463</b>     | <b>274,300</b>    | <b>92,647</b>     |
| <b>TRANSFERS FROM OTHER FUNDS AND UNITS:</b>     | <b>0</b>          | <b>0</b>           | <b>658,867</b>    | <b>727,700</b>    |
| <b>TOTAL REVENUE AND TRANSFERS</b>               | <b>645,460</b>    | <b>543,140</b>     | <b>933,842</b>    | <b>821,022</b>    |

# 15 Finance–Financial



## Finance ADA Management

| EXPENSE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>OPERATING EXPENSE:</b>                        |                   |                    |                   |                   |
| <b>PERSONAL SERVICES:</b>                        |                   |                    |                   |                   |
| Salary Expense                                   | 84,718            | 96,800             | 418,845           | 439,400           |
| Fringe Benefits                                  | 22,027            | 27,542             | 104,021           | 108,116           |
| Per Diem & Other Fees                            | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL PERSONAL SERVICES</b>                   | <b>106,745</b>    | <b>124,342</b>     | <b>522,866</b>    | <b>547,516</b>    |
| <b>OTHER SERVICES:</b>                           |                   |                    |                   |                   |
| Utilities  | 0                 | 0                  | 0                 | 0                 |
| Professional Services                            | 45,267            | 279,135            | 130,000           | 130,000           |
| Purchased Services                               | 0                 | 0                  | 0                 | 0                 |
| Travel   | 1,800             | 245                | 28,938            | 28,938            |
| Communications                                   | 8,750             | 0                  | 12,500            | 12,500            |
| Printing   | 0                 | 0                  | 6,500             | 6,500             |
| Advertising & Promotion                          | 0                 | 13,584             | 20,000            | 20,000            |
| Subscriptions                                    | 0                 | 0                  | 1,000             | 1,000             |
| Tuition, Reg., & Membership Dues                 | 3,210             | 0                  | 15,500            | 15,500            |
| Repairs & Maintenance Services                   | 0                 | 0                  | 0                 | 0                 |
| Internal Service Fees                            | 19,066            | 5,758              | 31,008            | 49,483            |
| <b>TOTAL OTHER SERVICES</b>                      | <b>78,093</b>     | <b>298,722</b>     | <b>245,446</b>    | <b>263,921</b>    |
| <b>OTHER EXPENSE:</b>                            |                   |                    |                   |                   |
| Supplies and Materials                           | 116,870           | 73,743             | 8,500             | 8,500             |
| Misc. Other Expenses & Payments                  | 0                 | 0                  | 0                 | 0                 |
| Fixed Charges                                    | 0                 | 0                  | 0                 | 0                 |
| Licenses, Permits, & Fees                        | 13,444            | 0                  | 0                 | 0                 |
| Taxes  | 0                 | 0                  | 0                 | 0                 |
| Grant Contributions & Awards                     | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL OTHER EXPENSE</b>                       | <b>130,314</b>    | <b>73,743</b>      | <b>8,500</b>      | <b>8,500</b>      |
| <b>PENSION, ANNUITY, DEBT, &amp; OTHER COSTS</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>EQUIPMENT, BUILDINGS, &amp; LAND</b>          | <b>0</b>          | <b>16,720</b>      | <b>0</b>          | <b>0</b>          |
| <b>SPECIAL PROJECTS</b>                          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL OPERATING EXPENSE</b>                   | <b>315,152</b>    | <b>513,527</b>     | <b>776,812</b>    | <b>819,937</b>    |
| <b>TRANSFERS TO OTHER FUNDS &amp; UNITS:</b>     | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL EXPENSE AND TRANSFERS</b>               | <b>315,152</b>    | <b>513,527</b>     | <b>776,812</b>    | <b>819,937</b>    |

# 15 Finance–Financial



## Finance ADA Management

| REVENUE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>PROGRAM REVENUE:</b>                          |                   |                    |                   |                   |
| <b>Charges, Commissions, &amp; Fees</b>          |                   |                    |                   |                   |
| Charges For Current Services                     | 0                 | 0                  | 0                 | 0                 |
| Commissions and Fees                             | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Charges, Commissions, &amp; Fees</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>Other Governments &amp; Agencies</b>          |                   |                    |                   |                   |
| Federal Direct                                   | 0                 | 0                  | 0                 | 0                 |
| Federal Through State                            | 0                 | 0                  | 0                 | 0                 |
| Federal Through Other Pass-Through               | 0                 | 0                  | 0                 | 0                 |
| State Direct                                     | 0                 | 0                  | 0                 | 0                 |
| Other Government Agencies                        | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Governments &amp; Agencies</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>Other Program Revenue</b>                     |                   |                    |                   |                   |
| Contributions and Gifts                          | 0                 | 0                  | 0                 | 0                 |
| Miscellaneous Revenue                            | 0                 | 0                  | 0                 | 0                 |
| Use of Money or Property                         | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Program Revenue</b>            | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL PROGRAM REVENUE</b>                     | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>NON-PROGRAM REVENUE:</b>                      |                   |                    |                   |                   |
| Property Taxes                                   | 0                 | 0                  | 0                 | 0                 |
| Local Option Sales Tax                           | 0                 | 0                  | 0                 | 0                 |
| Other Taxes, Licenses, & Permits                 | 0                 | 0                  | 0                 | 0                 |
| Fines, Forfeits, & Penalties                     | 0                 | 0                  | 0                 | 0                 |
| Compensation From Property                       | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL NON-PROGRAM REVENUE</b>                 | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TRANSFERS FROM OTHER FUNDS AND UNITS:</b>     | <b>315,152</b>    | <b>513,526</b>     | <b>776,812</b>    | <b>819,937</b>    |
| <b>TOTAL REVENUE AND TRANSFERS</b>               | <b>315,152</b>    | <b>513,526</b>     | <b>776,812</b>    | <b>819,937</b>    |

# 15 Finance–Financial



## Finance Real Property Services

| EXPENSE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>OPERATING EXPENSE:</b>                        |                   |                    |                   |                   |
| <b>PERSONAL SERVICES:</b>                        |                   |                    |                   |                   |
| Salary Expense                                   | 518,918           | 133,160            | 679,030           | 752,300           |
| Fringe Benefits                                  | 134,919           | 24,600             | 190,220           | 201,600           |
| Per Diem & Other Fees                            | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL PERSONAL SERVICES</b>                   | <b>653,837</b>    | <b>157,760</b>     | <b>869,250</b>    | <b>953,900</b>    |
| <b>OTHER SERVICES:</b>                           |                   |                    |                   |                   |
| Utilities  | 0                 | 0                  | 0                 | 0                 |
| Professional Services                            | 0                 | 1,380              | 0                 | 0                 |
| Purchased Services                               | 0                 | 0                  | 0                 | 0                 |
| Travel   | 0                 | 0                  | 5,500             | 5,800             |
| Communications                                   | 3,550             | 0                  | 7,300             | 7,100             |
| Printing   | 2,000             | 0                  | 9,100             | 9,100             |
| Advertising & Promotion                          | 1,750             | 0                  | 12,200            | 12,200            |
| Subscriptions                                    | 1,000             | 0                  | 2,000             | 2,000             |
| Tuition, Reg., & Membership Dues                 | 2,000             | 245                | 17,000            | 21,200            |
| Repairs & Maintenance Services                   | 0                 | 0                  | 0                 | 0                 |
| Internal Service Fees                            | 27,020            | 11,912             | 51,050            | 50,000            |
| <b>TOTAL OTHER SERVICES</b>                      | <b>37,320</b>     | <b>13,537</b>      | <b>104,150</b>    | <b>107,400</b>    |
| <b>OTHER EXPENSE:</b>                            |                   |                    |                   |                   |
| Supplies and Materials                           | 100,715           | 60,601             | 39,700            | 35,800            |
| Misc. Other Expenses & Payments                  | 0                 | 0                  | 0                 | 0                 |
| Fixed Charges                                    | 0                 | 0                  | 0                 | 0                 |
| Licenses, Permits, & Fees                        | 17,190            | 10,954             | 10,000            | 6,000             |
| Taxes  | 0                 | 200                | 0                 | 400               |
| Grant Contributions & Awards                     | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL OTHER EXPENSE</b>                       | <b>117,905</b>    | <b>71,755</b>      | <b>49,700</b>     | <b>42,200</b>     |
| <b>PENSION, ANNUITY, DEBT, &amp; OTHER COSTS</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>1,500</b>      |
| <b>EQUIPMENT, BUILDINGS, &amp; LAND</b>          | <b>7,000</b>      | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>SPECIAL PROJECTS</b>                          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL OPERATING EXPENSE</b>                   | <b>816,062</b>    | <b>243,052</b>     | <b>1,023,100</b>  | <b>1,105,000</b>  |
| <b>TRANSFERS TO OTHER FUNDS &amp; UNITS:</b>     | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL EXPENSE AND TRANSFERS</b>               | <b>816,062</b>    | <b>243,052</b>     | <b>1,023,100</b>  | <b>1,105,000</b>  |

# 15 Finance–Financial



## Finance Real Property Services

| REVENUE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>PROGRAM REVENUE:</b>                          |                   |                    |                   |                   |
| <b>Charges, Commissions, &amp; Fees</b>          |                   |                    |                   |                   |
| Charges For Current Services                     | 816,062           | 232,051            | 1,023,100         | 1,105,000         |
| Commissions and Fees                             | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Charges, Commissions, &amp; Fees</b> | <b>816,062</b>    | <b>232,051</b>     | <b>1,023,100</b>  | <b>1,105,000</b>  |
| <b>Other Governments &amp; Agencies</b>          |                   |                    |                   |                   |
| Federal Direct                                   | 0                 | 0                  | 0                 | 0                 |
| Federal Through State                            | 0                 | 0                  | 0                 | 0                 |
| Federal Through Other Pass-Through               | 0                 | 0                  | 0                 | 0                 |
| State Direct                                     | 0                 | 0                  | 0                 | 0                 |
| Other Government Agencies                        | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Governments &amp; Agencies</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>Other Program Revenue</b>                     |                   |                    |                   |                   |
| Contributions and Gifts                          | 0                 | 0                  | 0                 | 0                 |
| Miscellaneous Revenue                            | 0                 | 0                  | 0                 | 0                 |
| Use of Money or Property                         | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Program Revenue</b>            | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL PROGRAM REVENUE</b>                     | <b>816,062</b>    | <b>232,051</b>     | <b>1,023,100</b>  | <b>1,105,000</b>  |
| <b>NON-PROGRAM REVENUE:</b>                      |                   |                    |                   |                   |
| Property Taxes                                   | 0                 | 0                  | 0                 | 0                 |
| Local Option Sales Tax                           | 0                 | 0                  | 0                 | 0                 |
| Other Taxes, Licenses, & Permits                 | 0                 | 0                  | 0                 | 0                 |
| Fines, Forfeits, & Penalties                     | 0                 | 0                  | 0                 | 0                 |
| Compensation From Property                       | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL NON-PROGRAM REVENUE</b>                 | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TRANSFERS FROM OTHER FUNDS AND UNITS:</b>     | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL REVENUE AND TRANSFERS</b>               | <b>816,062</b>    | <b>232,051</b>     | <b>1,023,100</b>  | <b>1,105,000</b>  |

# 15 Finance–Financial



## Finance Treasury Management

| EXPENSE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>OPERATING EXPENSE:</b>                        |                   |                    |                   |                   |
| <b>PERSONAL SERVICES:</b>                        |                   |                    |                   |                   |
| Salary Expense                                   | 0                 | 228,531            | 462,707           | 484,942           |
| Fringe Benefits                                  | 0                 | 71,571             | 143,443           | 150,332           |
| Per Diem & Other Fees                            | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL PERSONAL SERVICES</b>                   | <b>0</b>          | <b>300,102</b>     | <b>606,150</b>    | <b>635,274</b>    |
| <b>OTHER SERVICES:</b>                           |                   |                    |                   |                   |
| Utilities  | 0                 | 0                  | 0                 | 0                 |
| Professional Services                            | 0                 | 510,622            | 82,596            | 54,514            |
| Purchased Services                               | 0                 | 32,386             | 2,400             | 2,400             |
| Travel   | 0                 | 2,899              | 3,000             | 3,000             |
| Communications                                   | 0                 | 442                | 600               | 600               |
| Printing   | 0                 | 1,351              | 1,745             | 703               |
| Advertising & Promotion                          | 0                 | 0                  | 750               | 750               |
| Subscriptions                                    | 0                 | 509                | 525               | 525               |
| Tuition, Reg., & Membership Dues                 | 0                 | 1,709              | 2,651             | 2,651             |
| Repairs & Maintenance Services                   | 0                 | 829                | 2,000             | 2,000             |
| Internal Service Fees                            | 0                 | 32,588             | 26,977            | 44,484            |
| <b>TOTAL OTHER SERVICES</b>                      | <b>0</b>          | <b>583,335</b>     | <b>123,244</b>    | <b>111,627</b>    |
| <b>OTHER EXPENSE:</b>                            |                   |                    |                   |                   |
| Supplies and Materials                           | 0                 | 1,225              | 13,300            | 13,300            |
| Misc. Other Expenses & Payments                  | 0                 | 0                  | 0                 | 0                 |
| Fixed Charges                                    | 0                 | 2,028              | 2,000             | 2,000             |
| Licenses, Permits, & Fees                        | 0                 | 25                 | 0                 | 0                 |
| Taxes  | 0                 | 0                  | 0                 | 0                 |
| Grant Contributions & Awards                     | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL OTHER EXPENSE</b>                       | <b>0</b>          | <b>3,278</b>       | <b>15,300</b>     | <b>15,300</b>     |
| <b>PENSION, ANNUITY, DEBT, &amp; OTHER COSTS</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>EQUIPMENT, BUILDINGS, &amp; LAND</b>          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>SPECIAL PROJECTS</b>                          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL OPERATING EXPENSE</b>                   | <b>0</b>          | <b>886,715</b>     | <b>744,694</b>    | <b>762,201</b>    |
| <b>TRANSFERS TO OTHER FUNDS &amp; UNITS:</b>     | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL EXPENSE AND TRANSFERS</b>               | <b>0</b>          | <b>886,715</b>     | <b>744,694</b>    | <b>762,201</b>    |

# 15 Finance–Financial



## Finance Treasury Management

| REVENUE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>PROGRAM REVENUE:</b>                          |                   |                    |                   |                   |
| <b>Charges, Commissions, &amp; Fees</b>          |                   |                    |                   |                   |
| Charges For Current Services                     | 0                 | 886,697            | 744,694           | 762,201           |
| Commissions and Fees                             | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Charges, Commissions, &amp; Fees</b> | <b>0</b>          | <b>886,697</b>     | <b>744,694</b>    | <b>762,201</b>    |
| <b>Other Governments &amp; Agencies</b>          |                   |                    |                   |                   |
| Federal Direct                                   | 0                 | 0                  | 0                 | 0                 |
| Federal Through State                            | 0                 | 0                  | 0                 | 0                 |
| Federal Through Other Pass-Through               | 0                 | 0                  | 0                 | 0                 |
| State Direct                                     | 0                 | 0                  | 0                 | 0                 |
| Other Government Agencies                        | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Governments &amp; Agencies</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>Other Program Revenue</b>                     |                   |                    |                   |                   |
| Contributions and Gifts                          | 0                 | 0                  | 0                 | 0                 |
| Miscellaneous Revenue                            | 0                 | 0                  | 0                 | 0                 |
| Use of Money or Property                         | 0                 | 18                 | 0                 | 0                 |
| <b>Subtotal Other Program Revenue</b>            | <b>0</b>          | <b>18</b>          | <b>0</b>          | <b>0</b>          |
| <b>TOTAL PROGRAM REVENUE</b>                     | <b>0</b>          | <b>886,715</b>     | <b>744,694</b>    | <b>762,201</b>    |
| <b>NON-PROGRAM REVENUE:</b>                      |                   |                    |                   |                   |
| Property Taxes                                   | 0                 | 0                  | 0                 | 0                 |
| Local Option Sales Tax                           | 0                 | 0                  | 0                 | 0                 |
| Other Taxes, Licenses, & Permits                 | 0                 | 0                  | 0                 | 0                 |
| Fines, Forfeits, & Penalties                     | 0                 | 0                  | 0                 | 0                 |
| Compensation From Property                       | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL NON-PROGRAM REVENUE</b>                 | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TRANSFERS FROM OTHER FUNDS AND UNITS:</b>     | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL REVENUE AND TRANSFERS</b>               | <b>0</b>          | <b>886,715</b>     | <b>744,694</b>    | <b>762,201</b>    |

# 15 Finance–Financial



## Finance Surplus Property Auction

| EXPENSE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>OPERATING EXPENSE:</b>                        |                   |                    |                   |                   |
| <b>PERSONAL SERVICES:</b>                        |                   |                    |                   |                   |
| Salary Expense                                   | 0                 | 0                  | 0                 | 0                 |
| Fringe Benefits                                  | 0                 | 0                  | 0                 | 0                 |
| Per Diem & Other Fees                            | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL PERSONAL SERVICES</b>                   | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>OTHER SERVICES:</b>                           |                   |                    |                   |                   |
| Utilities  | 0                 | 0                  | 0                 | 0                 |
| Professional Services                            | 0                 | 0                  | 0                 | 0                 |
| Purchased Services                               | 0                 | 0                  | 0                 | 0                 |
| Travel   | 0                 | 0                  | 0                 | 0                 |
| Communications                                   | 0                 | 0                  | 0                 | 0                 |
| Printing   | 0                 | 0                  | 0                 | 0                 |
| Advertising & Promotion                          | 0                 | 0                  | 0                 | 30,000            |
| Subscriptions                                    | 0                 | 0                  | 0                 | 0                 |
| Tuition, Reg., & Membership Dues                 | 0                 | 0                  | 0                 | 0                 |
| Repairs & Maintenance Services                   | 0                 | 0                  | 0                 | 0                 |
| Internal Service Fees                            | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL OTHER SERVICES</b>                      | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>30,000</b>     |
| <b>OTHER EXPENSE:</b>                            |                   |                    |                   |                   |
| Supplies and Materials                           | 0                 | 0                  | 0                 | 0                 |
| Misc. Other Expenses & Payments                  | 0                 | 0                  | 0                 | 0                 |
| Fixed Charges                                    | 0                 | 0                  | 0                 | 0                 |
| Licenses, Permits, & Fees                        | 0                 | 0                  | 0                 | 0                 |
| Taxes  | 0                 | 0                  | 0                 | 0                 |
| Grant Contributions & Awards                     | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL OTHER EXPENSE</b>                       | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>PENSION, ANNUITY, DEBT, &amp; OTHER COSTS</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>EQUIPMENT, BUILDINGS, &amp; LAND</b>          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>SPECIAL PROJECTS</b>                          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL OPERATING EXPENSE</b>                   | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>30,000</b>     |
| <b>TRANSFERS TO OTHER FUNDS &amp; UNITS:</b>     | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL EXPENSE AND TRANSFERS</b>               | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>30,000</b>     |



# 15 Finance–Financial



## Finance Surplus Property Auction

| REVENUE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>PROGRAM REVENUE:</b>                          |                   |                    |                   |                   |
| <b>Charges, Commissions, &amp; Fees</b>          |                   |                    |                   |                   |
| Charges For Current Services                     | 0                 | 0                  | 0                 | 0                 |
| Commissions and Fees                             | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Charges, Commissions, &amp; Fees</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>Other Governments &amp; Agencies</b>          |                   |                    |                   |                   |
| Federal Direct                                   | 0                 | 0                  | 0                 | 0                 |
| Federal Through State                            | 0                 | 0                  | 0                 | 0                 |
| Federal Through Other Pass-Through               | 0                 | 0                  | 0                 | 0                 |
| State Direct                                     | 0                 | 0                  | 0                 | 0                 |
| Other Government Agencies                        | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Governments &amp; Agencies</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>Other Program Revenue</b>                     |                   |                    |                   |                   |
| Contributions and Gifts                          | 0                 | 0                  | 0                 | 0                 |
| Miscellaneous Revenue                            | 0                 | 0                  | 0                 | 30,000            |
| Use of Money or Property                         | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Program Revenue</b>            | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>30,000</b>     |
| <b>TOTAL PROGRAM REVENUE</b>                     | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>30,000</b>     |
| <b>NON-PROGRAM REVENUE:</b>                      |                   |                    |                   |                   |
| Property Taxes                                   | 0                 | 0                  | 0                 | 0                 |
| Local Option Sales Tax                           | 0                 | 0                  | 0                 | 0                 |
| Other Taxes, Licenses, & Permits                 | 0                 | 0                  | 0                 | 0                 |
| Fines, Forfeits, & Penalties                     | 0                 | 0                  | 0                 | 0                 |
| Compensation From Property                       | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL NON-PROGRAM REVENUE</b>                 | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TRANSFERS FROM OTHER FUNDS AND UNITS:</b>     | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL REVENUE AND TRANSFERS</b>               | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>30,000</b>     |

# 15 Finance–Financial



**Reminder:** Some classifications were deleted and new classifications (class number 10000 and above) were added to implement the 2002 Reclassification Study & Pay Plan. Many of the class changes from FY 2001 to FY 2002 were due to implementing that Study.

|  | Class | Grade | FY 2001   |          | FY 2002   |          | FY 2003   |          |
|--|-------|-------|-----------|----------|-----------|----------|-----------|----------|
|  |       |       | Bud. Pos. | Bud. FTE | Bud. Pos. | Bud. FTE | Bud. Pos. | Bud. FTE |
| 15 Finance Department - GSD Fund 10101 |       |       |           |          |           |          |           |          |
| Account Clerk 2                        | 4370  | GS04  | 2         | 2.0      | 1         | 1.0      | 0         | 0.0      |
| Account Clerk 3                        | 3730  | GS05  | 8         | 8.0      | 7         | 7.0      | 0         | 0.0      |
| Accountant 2                           | 7237  | GS07  | 7         | 7.0      | 4         | 4.0      | 0         | 0.0      |
| Accountant 4                           | 7239  | GS11  | 2         | 2.0      | 0         | 0.0      | 0         | 0.0      |
| Accounting Assistant Chief             | 0270  | GS12  | 1         | 1.0      | 1         | 1.0      | 0         | 0.0      |
| Accounting Chief                       | 1050  | GS13  | 1         | 1.0      | 0         | 0.0      | 0         | 0.0      |
| Admin Services Manager                 | 7242  | SR13  | 2         | 2.0      | 3         | 3.0      | 2         | 2.0      |
| Admin Services Officer 2               | 7243  | SR08  | 1         | 1.0      | 3         | 3.0      | 0         | 0.0      |
| Admin Services Officer 3               | 7244  | SR10  | 2         | 2.0      | 0         | 0.0      | 3         | 3.0      |
| Admin Services Officer 4               | 7245  | SR12  | 2         | 2.0      | 3         | 3.0      | 0         | 0.0      |
| Administrative Assistant 1             | 7240  | GS06  | 1         | 1.0      | 1         | 1.0      | 0         | 0.0      |
| Administrative Assistant 2             | 7241  | SR09  | 1         | 1.0      | 1         | 1.0      | 1         | 1.0      |
| Administrative Specialist              | 7720  | SR11  | 1         | 1.0      | 1         | 1.0      | 1         | 1.0      |
| Application Tech 1                     | 10100 | SR07  | 0         | 0.0      | 0         | 0.0      | 19        | 19.0     |
| Application Tech 2                     | 10102 | SR08  | 0         | 0.0      | 0         | 0.0      | 5         | 5.0      |
| Auditing Assistant Mgr                 | 6151  | GS12  | 1         | 1.0      | 1         | 1.0      | 0         | 0.0      |
| Auditing Manager                       | 2580  | SR15  | 1         | 1.0      | 1         | 1.0      | 1         | 1.0      |
| Auditor 1                              | 0650  | GS07  | 2         | 2.0      | 5         | 5.0      | 0         | 0.0      |
| Auditor 2                              | 4410  | GS09  | 0         | 0.0      | 3         | 3.0      | 0         | 0.0      |
| Auditor 3                              | 3744  | GS11  | 5         | 5.0      | 9         | 9.0      | 0         | 0.0      |
| Benefits Administrator                 | 7724  | GS10  | 0         | 0.0      | 1         | 1.0      | 0         | 0.0      |
| Benefits Assistant 1                   | 7725  | GS05  | 0         | 0.0      | 3         | 3.0      | 0         | 0.0      |
| Benefits Assistant 2                   | 7726  | GS06  | 0         | 0.0      | 1         | 1.0      | 0         | 0.0      |
| Benefits Specialist 2                  | 7728  | GS07  | 0         | 0.0      | 2         | 2.0      | 0         | 0.0      |
| Benefits Specialist 3                  | 7766  | GS09  | 0         | 0.0      | 1         | 1.0      | 0         | 0.0      |
| Budget Analyst 2                       | 0780  | GS07  | 1         | 1.0      | 0         | 0.0      | 0         | 0.0      |
| Budget Analyst 3                       | 4440  | GS09  | 2         | 2.0      | 3         | 3.0      | 0         | 0.0      |
| Budget Analyst 4                       | 3746  | GS11  | 2         | 2.0      | 6         | 6.0      | 0         | 0.0      |
| Budget Officer                         | 0800  | GS13  | 1         | 1.0      | 1         | 1.0      | 0         | 0.0      |
| Budget Officer-Assistant               | 0795  | GS12  | 1         | 1.0      | 1         | 1.0      | 0         | 0.0      |
| Business Development Officer           | 6699  | SR12  | 0         | 0.0      | 0         | 0.0      | 1         | 1.0      |
| Buyer 1                                | 7258  | GS05  | 2         | 2.0      | 2         | 2.0      | 0         | 0.0      |
| Buyer 2                                | 0920  | GS07  | 3         | 3.0      | 1         | 1.0      | 0         | 0.0      |
| Buyer 3                                | 4455  | GS09  | 5         | 5.0      | 3         | 3.0      | 0         | 0.0      |
| Buyer 4                                | 0520  | GS11  | 1         | 1.0      | 3         | 3.0      | 0         | 0.0      |
| Collections & Billing Manager          | N/A   | GS13  | 0         | 0.0      | 1         | 1.0      | 0         | 0.0      |
| Customer Service Manager               | 0746  | SR11  | 0         | 0.0      | 2         | 2.0      | 2         | 2.0      |
| Customer Service Representative        | 6855  | GS09  | 0         | 0.0      | 3         | 3.0      | 0         | 0.0      |
| Customer Service Supervisor            | 6598  | SR10  | 0         | 0.0      | 0         | 0.0      | 1         | 1.0      |
| Equip Inventory Asst.1                 | 1872  | GS05  | 1         | 1.0      | 0         | 0.0      | 0         | 0.0      |
| Equip Inventory Asst.2                 | 7301  | GS06  | 1         | 1.0      | 1         | 1.0      | 0         | 0.0      |
| Equipment & Supply Clerk 2             | 3440  | SR06  | 0         | 0.0      | 0         | 0.0      | 1         | 1.0      |
| Finance Administrator                  | 10108 | SR13  | 0         | 0.0      | 0         | 0.0      | 10        | 10.0     |
| Finance Assistant Dir                  | 6108  | SR15  | 0         | 0.0      | 3         | 3.0      | 3         | 3.0      |
| Finance Associate Dir                  | 7704  | SR16  | 1         | 1.0      | 1         | 1.0      | 1         | 1.0      |
| Finance Director                       | 1570  | DP03  | 1         | 1.0      | 1         | 1.0      | 1         | 1.0      |
| Finance Manager                        | 6232  | SR14  | 0         | 0.0      | 1         | 1.0      | 5         | 5.0      |
| Finance Officer 1                      | 10150 | SR08  | 0         | 0.0      | 0         | 0.0      | 12        | 12.0     |
| Finance Officer 2                      | 10151 | SR10  | 0         | 0.0      | 0         | 0.0      | 14        | 14.0     |
| Finance Officer 3                      | 10152 | SR12  | 0         | 0.0      | 0         | 0.0      | 25        | 25.0     |
| Finance Specialist                     | 10153 | SR13  | 0         | 0.0      | 0         | 0.0      | 4         | 4.0      |
| Info Systems Analyst 1                 | 7779  | SR10  | 1         | 1.0      | 2         | 2.0      | 2         | 2.0      |
| Info Systems Analyst 2                 | 7780  | SR11  | 1         | 1.0      | 2         | 2.0      | 1         | 1.0      |

# 15 Finance–Financial



|  |              |              | FY 2001          |                 | FY 2002          |                 | FY 2003          |                 |
|--|--------------|--------------|------------------|-----------------|------------------|-----------------|------------------|-----------------|
|  | <u>Class</u> | <u>Grade</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> |
| <b>15 Finance Department - GSD Fund 10101</b>                    |              |              |                  |                 |                  |                 |                  |                 |
| Info Systems Specialist  | 7783         | SR12         | 1                | 1.0             | 4                | 4.0             | 2                | 2.0             |
| Info Systems Technician 1  | 7784         | GS07         | 0                | 0.0             | 1                | 1.0             | 0                | 0.0             |
| Information Systems Div Mgr                                      | 7318         | SR14         | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Management Services Manager                                      | N/A          | GS13         | 0                | 0.0             | 1                | 1.0             | 0                | 0.0             |
| Office Assistant 2   | 7748         | GS04         | 3                | 3.0             | 3                | 3.0             | 0                | 0.0             |
| Office Assistant 3   | 7749         | GS05         | 3                | 3.0             | 3                | 3.0             | 0                | 0.0             |
| Office Manager 1   | 5956         | GS06         | 1                | 1.0             | 1                | 1.0             | 0                | 0.0             |
| Office Manager 2   | 7339         | GS07         | 1                | 1.0             | 1                | 1.0             | 0                | 0.0             |
| Office Rep 3   | 10122        | SR06         | 0                | 0.0             | 0                | 0.0             | 4                | 4.0             |
| Office Support Manager   | 10119        | SR09         | 0                | 0.0             | 0                | 0.0             | 2                | 2.0             |
| Office Support Rep 2   | 10121        | SR05         | 0                | 0.0             | 0                | 0.0             | 2                | 2.0             |
| Office Support Spec 1  | 10123        | SR07         | 0                | 0.0             | 0                | 0.0             | 2                | 2.0             |
| Office Support Spec 2  | 10124        | SR08         | 0                | 0.0             | 0                | 0.0             | 2                | 2.0             |
| Payroll Supervisor   | 5490         | SR13         | 1                | 1.0             | 1                | 1.0             | 0                | 0.0             |
| Payrolls Asst Supervisor   | 0598         | GS09         | 1                | 1.0             | 1                | 1.0             | 0                | 0.0             |
| Professional Specialist  | 7753         | SR11         | 2                | 2.0             | 3                | 3.0             | 0                | 0.0             |
| Program Manager II   | 7377         | GS11         | 0                | 0.0             | 2                | 2.0             | 0                | 0.0             |
| Publication Specialist   | 6893         | SR07         | 2                | 2.0             | 2                | 2.0             | 2                | 2.0             |
| Purchasing Agent   | 4000         | SR14         | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Secretary 1  | 0060         | GS05         | 2                | 2.0             | 2                | 2.0             | 0                | 0.0             |
| Secretary 2  | 6146         | GS06         | 3                | 3.0             | 2                | 2.0             | 0                | 0.0             |
| Secretary 3  | 7398         | GS07         | 0                | 0.0             | 1                | 1.0             | 0                | 0.0             |
| Sp Asst Director   | 5945         | GS12         | 3                | 3.0             | 1                | 1.0             | 0                | 0.0             |
| Stores Manager   | 6180         | SR10         | 0                | 0.0             | 0                | 0.0             | 1                | 1.0             |
| Systems Advisor I  | 7234         | SR13         | 0                | 0.0             | 5                | 5.0             | 4                | 4.0             |
| <b>Total Positions &amp; FTE</b>                                 |              |              | <b>89</b>        | <b>89</b>       | <b>125</b>       | <b>125</b>      | <b>138</b>       | <b>138.0</b>    |
| <b>15 Finance Department - Office of ADA Fund 30110</b>          |              |              |                  |                 |                  |                 |                  |                 |
| ADA Coordinator  | N/A          | GS12         | 0                | 0.0             | 1                | 1.0             | 0                | 0.0             |
| Admin Services Officer 3   | 7244         | GS09         | 0                | 0.0             | 1                | 1.0             | 0                | 0.0             |
| Administrative Services Manager                                  | 7242         | SR13         | 0                | 0.0             | 0                | 0.0             | 1                | 1.0             |
| CAD/GIS Analyst 2  | 7730         | GS09         | 0                | 0.0             | 1                | 1.0             | 0                | 0.0             |
| Compliance Inspector 2   | 7732         | SR09         | 0                | 0.0             | 3                | 3.0             | 3                | 3.0             |
| Compliance Inspector 3   | 7733         | SR10         | 0                | 0.0             | 3                | 3.0             | 3                | 3.0             |
| Customer Service Representative II                               | 6855         | GS04         | 0                | 0.0             | 1                | 1.0             | 0                | 0.0             |
| Engineering Tech 3   | 7300         | GS09         | 0                | 0.0             | 1                | 1.0             | 0                | 0.0             |
| Office Support Rep 2   | 10121        | SR05         | 0                | 0.0             | 0                | 0.0             | 1                | 1.0             |
| Technical Specialist 1   | 7756         | SR11         | 0                | 0.0             | 0                | 0.0             | 3                | 3.0             |
| <b>Total Positions &amp; FTE</b>                                 |              |              | <b>0</b>         | <b>0</b>        | <b>11</b>        | <b>11.0</b>     | <b>11</b>        | <b>11.0</b>     |
| <b>15 Finance Department – Real Property Services Fund 51100</b> |              |              |                  |                 |                  |                 |                  |                 |
| Accountant IV  |              | GS11         | 0                | 0.0             | 1                | 1.0             | 0                | 0.0             |
| Admin Asst I   |              | GS06         | 0                | 0.0             | 1                | 1.0             | 0                | 0.0             |
| Administrative Service Manager                                   |              | GS12         | 0                | 0.0             | 3                | 3.0             | 0                | 0.0             |
| Finance Administrator  | 10108        | SR13         | 0                | 0.0             | 0                | 0.0             | 3                | 3.0             |
| Finance Assistant Director                                       | 6108         | SR15         | 0                | 0.0             | 1                | 1.0             | 1                | 1.0             |
| Finance Officer 2  | 10151        | SR10         | 0                | 0.0             | 0                | 0.0             | 1                | 1.0             |
| Finance Officer 3  | 10152        | SR12         | 0                | 0.0             | 0                | 0.0             | 1                | 1.0             |
| Office Support Spec 1  | 10123        | SR07         | 0                | 0.0             | 0                | 0.0             | 1                | 1.0             |
| Program Specialist III   |              | GS09         | 0                | 0.0             | 1                | 1.0             | 0                | 0.0             |
| Public Prop Negotiator 3   | 6391         | GS11         | 1                | 1.0             | 1                | 1.0             | 0                | 0.0             |
| Public Property Div Mgr  | 1640         | SR13         | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Technical Specialist 1   | 7756         | SR11         | 0                | 0.0             | 4                | 4.0             | 5                | 5.0             |
| Technical Specialist 2   | 7757         | Sr12         | 0                | 0.0             | 0                | 0.0             | 1                | 1.0             |
| <b>Total Positions &amp; FTE</b>                                 |              |              | <b>2</b>         | <b>2</b>        | <b>13</b>        | <b>13</b>       | <b>14</b>        | <b>14.0</b>     |

# 15 Finance–Financial

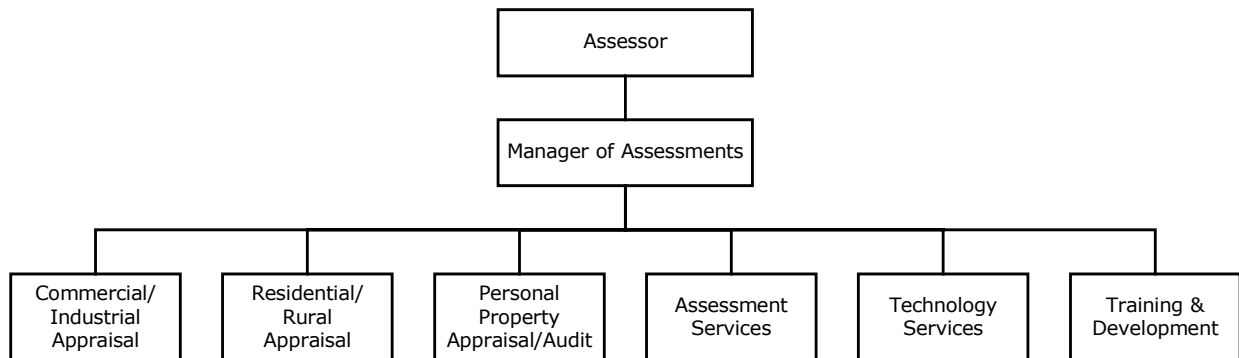


|  | Class | Grade | FY 2001   |          | FY 2002   |          | FY 2003   |          |
|--|-------|-------|-----------|----------|-----------|----------|-----------|----------|
|  |       |       | Bud. Pos. | Bud. FTE | Bud. Pos. | Bud. FTE | Bud. Pos. | Bud. FTE |
| 15 Finance Department - Office Supply Fund 51140 |       |       |           |          |           |          |           |          |
| Equip And Supply Clerk 2                         | 3440  | GS05  | 1         | 1.0      | 0         | 0.0      | 0         | 0.0      |
| Stores Manager                                   | 6180  | GS09  | 1         | 1.0      | 0         | 0.0      | 0         | 0.0      |
| Total Positions & FTE                            |       |       | 2         | 2.0      | 0         | 0.0      | 0         | 0.0      |
| 15 Finance Department - Treasury Fund 51180      |       |       |           |          |           |          |           |          |
| Account Clerk 2                                  | 4370  | GS04  | 2         | 2.0      | 2         | 2.0      | 0         | 0.0      |
| Account Clerk 3                                  | 3730  | GS05  | 1         | 1.0      | 1         | 1.0      | 0         | 0.0      |
| Accountant 4                                     | 7239  | GS11  | 0         | 1.0      | 1         | 1.0      | 0         | 0.0      |
| Administrative Assistant 1                       | 7240  | GS06  | 1         | 1.0      | 1         | 1.0      | 0         | 0.0      |
| Assistant Chief Investment Officer               | N/A   | GS12  | 0         | 1.0      | 1         | 1.0      | 0         | 0.0      |
| Asst. Metropolitan Treasurer                     | 0490  | GS12  | 1         | 1.0      | 1         | 1.0      | 0         | 0.0      |
| Cash Manager                                     | 6106  | GS10  | 1         | 1.0      | 1         | 1.0      | 0         | 0.0      |
| Finance Admin                                    | 10108 | SR13  | 0         | 0.0      | 0         | 0.0      | 1         | 1.0      |
| Finance Manager                                  | 6232  | SR14  | 0         | 0.0      | 0         | 0.0      | 1         | 1.0      |
| Finance Officer 2                                | 10151 | SR10  | 0         | 0.0      | 0         | 0.0      | 3         | 3.0      |
| Finance Officer 3                                | 10152 | SR12  | 0         | 0.0      | 0         | 0.0      | 1         | 1.0      |
| Investment Analyst                               | 7789  | GS09  | 0         | 1.0      | 1         | 1.0      | 0         | 0.0      |
| Metropolitan Treasurer                           | 3160  | SR15  | 1         | 1.0      | 1         | 1.0      | 1         | 1.0      |
| Office Support Rep 2                             | 10121 | SR05  | 0         | 0.0      | 0         | 0.0      | 1         | 1.0      |
| Office Support Rep 3                             | 10122 | SR06  | 0         | 0.0      | 0         | 0.0      | 2         | 2.0      |
| Office Support Spec 2                            | 10124 | SR08  | 0         | 0.0      | 0         | 0.0      | 1         | 1.0      |
| Total Positions & FTE                            |       |       | 7.0       | 10.0     | 10.0      | 10.0     | 11.0      | 11.0     |
| Grand Total Finance                              |       |       | 100       | 103      | 159       | 159      | 174       | 174      |

# 16 Assessor of Property–At a Glance

| <b>Vision</b>                      | Achieving equity in the appraisal of property for tax assessment.  |                           |                           |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |         |         |         |                       |   |   |   |                              |                         |                         |                         |                     |   |   |   |           |   |   |   |                       |                         |                         |                         |  |  |
|------------------------------------|--|---------------------------|---------------------------|----------------|----------------|------------------------------------|--|--|--|------------------|-------------|-------------|-------------|-----------------------|---|---|---|---------------------------|---------------------------|---------------------------|---------------------------|--------------------------------|--|--|--|------------------------------|-----|-----|-----|-------------------|---------|---------|---------|-----------------------|---|---|---|------------------------------|-------------------------|-------------------------|-------------------------|---------------------|---|---|---|-----------|---|---|---|-----------------------|-------------------------|-------------------------|-------------------------|--|--|
| <b>Mission</b>                     | To appraise real property at its market value, and business tangible personal property under schedules provided by law; to classify property correctly under the law; to apply property assessment in accordance with each parcel's proper classification; to maintain accurate public records; to reappraise every real parcel at least every four years and to reappraise all business tangible personal property annually; to provide property owners easy access to appeal rights; to generate annually an assessment roll for the purpose of property taxation by the Metropolitan Council.   |                           |                           |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |         |         |         |                       |   |   |   |                              |                         |                         |                         |                     |   |   |   |           |   |   |   |                       |                         |                         |                         |  |  |
| <b>Budget Summary</b>              | <table> <tr> <th></th><th><u>2000-01</u></th><th><u>2001-02</u></th><th><u>2002-03</u></th></tr> <tr> <td><b>Expenditures and Transfers:</b></td><td></td><td></td><td></td></tr> <tr> <td>GSD General Fund</td><td>\$5,835,373</td><td>\$6,780,377</td><td>\$6,574,521</td></tr> <tr> <td>Special purpose funds</td><td>0</td><td>0</td><td>0</td></tr> <tr> <td><b>Total Expenditures</b></td><td><b><u>\$5,835,373</u></b></td><td><b><u>\$6,780,377</u></b></td><td><b><u>\$6,574,521</u></b></td></tr> <tr> <td><b>Revenues and Transfers:</b></td><td></td><td></td><td></td></tr> <tr> <td>Charges, Commissions, &amp; Fees</td><td>\$0</td><td>\$0</td><td>\$0</td></tr> <tr> <td>Other Governments</td><td>254,328</td><td>242,306</td><td>217,089</td></tr> <tr> <td>Other Program Revenue</td><td>0</td><td>0</td><td>0</td></tr> <tr> <td><b>Total Program Revenue</b></td><td><b><u>\$254,328</u></b></td><td><b><u>\$242,306</u></b></td><td><b><u>\$217,089</u></b></td></tr> <tr> <td>Non-program Revenue</td><td>0</td><td>0</td><td>0</td></tr> <tr> <td>Transfers</td><td>0</td><td>0</td><td>0</td></tr> <tr> <td><b>Total Revenues</b></td><td><b><u>\$254,328</u></b></td><td><b><u>\$242,306</u></b></td><td><b><u>\$217,089</u></b></td></tr> </table> |                           | <u>2000-01</u>            | <u>2001-02</u> | <u>2002-03</u> | <b>Expenditures and Transfers:</b> |  |  |  | GSD General Fund | \$5,835,373 | \$6,780,377 | \$6,574,521 | Special purpose funds | 0 | 0 | 0 | <b>Total Expenditures</b> | <b><u>\$5,835,373</u></b> | <b><u>\$6,780,377</u></b> | <b><u>\$6,574,521</u></b> | <b>Revenues and Transfers:</b> |  |  |  | Charges, Commissions, & Fees | \$0 | \$0 | \$0 | Other Governments | 254,328 | 242,306 | 217,089 | Other Program Revenue | 0 | 0 | 0 | <b>Total Program Revenue</b> | <b><u>\$254,328</u></b> | <b><u>\$242,306</u></b> | <b><u>\$217,089</u></b> | Non-program Revenue | 0 | 0 | 0 | Transfers | 0 | 0 | 0 | <b>Total Revenues</b> | <b><u>\$254,328</u></b> | <b><u>\$242,306</u></b> | <b><u>\$217,089</u></b> |  |  |
|                                    | <u>2000-01</u>   | <u>2001-02</u>            | <u>2002-03</u>            |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |         |         |         |                       |   |   |   |                              |                         |                         |                         |                     |   |   |   |           |   |   |   |                       |                         |                         |                         |  |  |
| <b>Expenditures and Transfers:</b> |  |                           |                           |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |         |         |         |                       |   |   |   |                              |                         |                         |                         |                     |   |   |   |           |   |   |   |                       |                         |                         |                         |  |  |
| GSD General Fund                   | \$5,835,373  | \$6,780,377               | \$6,574,521               |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |         |         |         |                       |   |   |   |                              |                         |                         |                         |                     |   |   |   |           |   |   |   |                       |                         |                         |                         |  |  |
| Special purpose funds              | 0  | 0                         | 0                         |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |         |         |         |                       |   |   |   |                              |                         |                         |                         |                     |   |   |   |           |   |   |   |                       |                         |                         |                         |  |  |
| <b>Total Expenditures</b>          | <b><u>\$5,835,373</u></b>  | <b><u>\$6,780,377</u></b> | <b><u>\$6,574,521</u></b> |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |         |         |         |                       |   |   |   |                              |                         |                         |                         |                     |   |   |   |           |   |   |   |                       |                         |                         |                         |  |  |
| <b>Revenues and Transfers:</b>     |  |                           |                           |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |         |         |         |                       |   |   |   |                              |                         |                         |                         |                     |   |   |   |           |   |   |   |                       |                         |                         |                         |  |  |
| Charges, Commissions, & Fees       | \$0  | \$0                       | \$0                       |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |         |         |         |                       |   |   |   |                              |                         |                         |                         |                     |   |   |   |           |   |   |   |                       |                         |                         |                         |  |  |
| Other Governments                  | 254,328  | 242,306                   | 217,089                   |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |         |         |         |                       |   |   |   |                              |                         |                         |                         |                     |   |   |   |           |   |   |   |                       |                         |                         |                         |  |  |
| Other Program Revenue              | 0  | 0                         | 0                         |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |         |         |         |                       |   |   |   |                              |                         |                         |                         |                     |   |   |   |           |   |   |   |                       |                         |                         |                         |  |  |
| <b>Total Program Revenue</b>       | <b><u>\$254,328</u></b>  | <b><u>\$242,306</u></b>   | <b><u>\$217,089</u></b>   |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |         |         |         |                       |   |   |   |                              |                         |                         |                         |                     |   |   |   |           |   |   |   |                       |                         |                         |                         |  |  |
| Non-program Revenue                | 0  | 0                         | 0                         |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |         |         |         |                       |   |   |   |                              |                         |                         |                         |                     |   |   |   |           |   |   |   |                       |                         |                         |                         |  |  |
| Transfers                          | 0  | 0                         | 0                         |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |         |         |         |                       |   |   |   |                              |                         |                         |                         |                     |   |   |   |           |   |   |   |                       |                         |                         |                         |  |  |
| <b>Total Revenues</b>              | <b><u>\$254,328</u></b>  | <b><u>\$242,306</u></b>   | <b><u>\$217,089</u></b>   |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |         |         |         |                       |   |   |   |                              |                         |                         |                         |                     |   |   |   |           |   |   |   |                       |                         |                         |                         |  |  |
| <b>Positions</b>                   | Total Budgeted Positions   | 108                       | 109                       |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |         |         |         |                       |   |   |   |                              |                         |                         |                         |                     |   |   |   |           |   |   |   |                       |                         |                         |                         |  |  |
| <b>Contacts</b>                    | Assessor of Property: Jo Ann North      email: joann.north@nashville.gov<br>Financial Manager: Cathy Stonebrook      email: cathy.stonebrook@nashville.gov<br>800 2 <sup>nd</sup> Avenue North 37201      Phone: 862-6086      FAX: 862-6078   |                           |                           |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |         |         |         |                       |   |   |   |                              |                         |                         |                         |                     |   |   |   |           |   |   |   |                       |                         |                         |                         |  |  |

## Organizational Structure



# 16 Assessor of Property–At a Glance

## Budget Highlights FY 2003

|   |                   |
|---|-------------------|
| • Elected Official salary increase/benefits   | \$1,800           |
| • Software upgrade, maintenance and technical support                                       | 18,400            |
| • Computer software and support services related to AssessPRO appraisal software            | 29,000            |
| • Hearing Officers to assist the Board of Equalization for appeals                          | 15,000            |
| • Postage and Delivery Service adjustment to mail Personal Property Tax Schedule B's        | 22,500            |
| • Non-recurring FY 02 Hearing Officer Review Section for the reappraisal year               | -143,000          |
| • Non-recurring FY02 funding for International Association of Assessing Officers Conference | -60,000           |
| • Pay Plan/Benefit adjustments  | 176,600           |
| • Postal Service rates increase   | 1,000             |
| • Information Systems billings  | -177,611          |
| • Fleet Management Consolidation net adjustment   | -81,524           |
| • Telecommunication net adjustment  | -8,021            |
| Total   | <u>\$-205,856</u> |

## Overview

### COMMERCIAL/INDUSTRIAL APPRAISAL AND RESIDENTIAL/RURAL APPRAISAL

The above divisions lists, inspects, and evaluates all taxable property within Davidson County (except for utilities assessed by the State of Tennessee), maintains property classification of parcels as "exempt, residential, farm, commercial, industrial, or utility," applies the appropriate percentage of assessed valuation as required by law, and generates a tax roll for the application of property taxes set by the Metropolitan County Council to be billed by the Davidson County Trustee.

The real property appraisal function is divided between residential and commercial/industrial units because of the special considerations required for each area; appraisals are updated after field inspection every four years, or sooner if improvements or demolitions are discovered which affect market value. There are more than 206,000 separate land parcels in Davidson County. The next countrywide reappraisal is scheduled for the values effective as of January 1, 2005.

The Reappraisal Program provides funding for the four-year cycle of reappraisal to update property values pursuant to TCA 67-5-1601. Reappraisal programs are conducted by the counties in accordance with standards, rules and regulations formulated by the State Board of Equalization.

The Board of Equalization provides funding for an independent board, appointed by the Metropolitan County Mayor, to hear appeals on appraisals, classifications and assessments on real and personal property. The board also may employ hearing officers to ensure the accessibility of all property owners to their appeal rights.

Hearing Officers Review provides funding for real property experts to conduct informal hearings on appraisals, classifications and assessments on real and personal property on behalf of the Board of Equalization.

### PERSONAL PROPERTY APPRAISAL/AUDIT

The Personal Property Division updates its values on an annual basis, with for-profit businesses required to submit a schedule of all tangible personal property owned or leased by the business. Values are based on a schedule established under state law. More than 25,000 business accounts are filed each year.

Personal Property Audit performs systematic and random field audits of a percentage of the 25,000 plus personal property accounts in Davidson County. This state-mandated program began January 1, 1998. An outside auditing firm is presently under contract to assist the Assessor's Office Audit Unit in the fourth year of the audit project.

### ASSESSMENT SERVICES

The Assessment Services Division includes Data Entry, Customer Services, Sales Verification/Exemptions and Document Imaging sections.

### TECHNOLOGY SERVICES

The Technical Services Division offers computer and technical support for the department.

### TRAINING AND DEVELOPMENT

Training Development assists the employees in keeping certifications current as well as offering training in customer support applications.

# 16 Assessor of Property-Performance

| Objectives  | Performance Measures   | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget                |
|---|--|-------------------|--------------------|-------------------|----------------------------------|
| <b>COMMERCIAL/INDUSTRIAL APPRAISAL AND RESIDENTIAL/RURAL APPRAISAL</b>              |  |                   |                    |                   |                                  |
| <b>Property Assessment</b>  |  |                   |                    |                   |                                  |
| 1. Complete Property Assessor Strategic Plan, Implement and Monitor during FY 2003* | a. Complete detailed task assignments/productivity schedules | na                | na                 | na                | 7/15/02                          |
|   | b. Publish plan and disseminate to staff and others          | na                | na                 | na                | 9/01/02                          |
|   | c. Perform quarterly reviews for compliance                  | na                | na                 | na                | 12/01/02<br>03/01/03<br>06/01/03 |

\* More specific Objectives, Tasks, Indicators to be published in Strategic Plan for 2002-2006

## Reappraisal Program

|   |  |           |           |        |        |
|---|--|-----------|-----------|--------|--------|
| 1. Perform requirements of State-approved 2005 Reappraisal Plan for Real Property and update files on current.            | a. Number of updated listings of parcels, as required by changes | **203,000 | **202,000 | 24,000 | 25,000 |
|   | b. Physically inspect one-third of real property parcels         | **203,000 | **202,000 | 80,000 | 80,000 |
|   | c. Perform appraisals on parcels with construction/demolition    | na        | na        | na     | 5,000  |
|   | d. Provide informal staff reviews with property owners           | 11,000    | 8,700     | 2,500  | 750    |
| 2. Perform time-based requirements of State-approved Personal Property Assessment Plan and update files in current basis. | a. Update appraisal roll, as required by changes                 | 6,000     | 4,329     | 6,900  | 7,935  |
|   | b. Perform inspections   | 16,000    | 13,256    | 18,400 | 21,160 |
|   | c. Set appraisal on accounts                                     | 30,000    | 28,560    | 34,500 | 39,675 |
|   | d. Perform informal staff reviews                                | 2,000     | 1,528     | 2,300  | 2,645  |

\*\* Mass reappraisal year; next mass reappraisal 01/01/05.

## Board of Equalization

|  |  |        |       |       |     |
|--|--|--------|-------|-------|-----|
| 1. Hear and process appeals of classifications and appraisals on timely basis as required by statutes. | a. Direct and validate Real Estate appeals | 10,000 | 8,700 | 2,500 | 750 |
|  | b. Hear Personalty appeals                 | 22,000 | 200   | 100   | 100 |

## Hearing Officers Review

|   |  |        |       |       |     |
|---|--|--------|-------|-------|-----|
| 1. Provides property owners a review of their new appraisal and assessment at a informal hearing.** | a. Meetings between taxpayers and appraisers                                 | 11,000 | 9,770 | na    | na  |
|   | b. Percent of complaints resolved at the taxpayer and appraiser review level | 75%    | 85%   | na    | na  |
|   | c. Number of complaints reviewed by the hearing officers                     | 8,000  | 6,525 | 2,500 | 750 |
|   | d. Percent of complaints resolved at the hearing officer level               | 90%    | 85%   | 85%   | 85% |
|   | e. Appeals referred to the Board of Equalization                             | 600    | 487   | 375   | 110 |
|   | f. Percent of complaints   |        |       |       |     |

# 16 Assessor of Property-Performance

| Objectives | Performance Measures                  | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|------------|---------------------------------------|-------------------|--------------------|-------------------|-------------------|
|            | resolved at the Board of Equalization | 75%               | 85%                | 85%               | 85%               |

\*\* Note: Hearing Officers will be utilized to serve for the Board of Equalization in FY 2002 and FY 2003. The Board of Equalization will review the proceedings and will validated the outcome of the hearings. The compensation for the hearing officers will be paid from BU 16105000, Hearing Officer Review.

## PERSONAL PROPERTY APPRAISAL/AUDIT

### Personal Property Audit

|  |   |        |        |        |        |
|--|---|--------|--------|--------|--------|
| 1. Verify accuracy of tangible personal property account fillings by businesses each tax year. | a. Perform desk audits of taxpayer returns              | 15,000 | 15,000 | 15,000 | 17,500 |
|  | b. Perform field audits (accounts under \$50,000 value) | 1,400  | 1,400  | 1,400  | 1,750  |
|  | c. Perform book audits (accounts over \$50,000 value)** | 1,430  | 1,600  | 1,430  | 2,500  |

\*\* Contract with TMA to audit must be expanded to include new businesses and those who have grown over \$50,000 value to avoid state sanctions for non-compliance.



# 16 Assessor of Property-Financial

## Assessor of Property GSD General Fund

| EXPENSE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>OPERATING EXPENSE:</b>                        |                   |                    |                   |                   |
| <b>PERSONAL SERVICES:</b>                        |                   |                    |                   |                   |
| Salary Expense                                   | 3,400,617         | 3,302,671          | 3,728,525         | 3,764,725         |
| Fringe Benefits                                  | 872,846           | 866,717            | 898,250           | 920,450           |
| Per Diem & Other Fees                            | 13,348            | 2,900              | 13,348            | 13,348            |
| <b>TOTAL PERSONAL SERVICES</b>                   | <b>4,286,811</b>  | <b>4,172,288</b>   | <b>4,640,123</b>  | <b>4,698,523</b>  |
| <b>OTHER SERVICES:</b>                           |                   |                    |                   |                   |
| Utilities  | 0                 | 0                  | 0                 | 0                 |
| Professional Services                            | 1,001,438         | 868,278            | 1,005,438         | 1,005,438         |
| Purchased Services                               | 28,331            | 28,306             | 28,931            | 28,931            |
| Travel   | 17,166            | 11,609             | 23,666            | 23,666            |
| Communications                                   | 111,000           | 81,073             | 15,000            | 34,500            |
| Printing   | 62,988            | 45,620             | 27,988            | 22,988            |
| Advertising & Promotion                          | 7,000             | 5,165              | 52,000            | 7,000             |
| Subscriptions                                    | 2,754             | 1,680              | 2,754             | 2,754             |
| Tuition, Reg., & Membership Dues                 | 20,978            | 16,584             | 30,202            | 25,202            |
| Repairs & Maintenance Services                   | 60,395            | 54,676             | 34,595            | 81,995            |
| Internal Service Fees                            | 221,738           | 230,078            | 886,172           | 610,016           |
| <b>TOTAL OTHER SERVICES</b>                      | <b>1,533,788</b>  | <b>1,343,069</b>   | <b>2,106,746</b>  | <b>1,842,490</b>  |
| <b>OTHER EXPENSE:</b>                            |                   |                    |                   |                   |
| Supplies and Materials                           | 11,548            | 10,718             | 32,106            | 32,106            |
| Misc. Other Expenses & Payments                  | 0                 | 0                  | 0                 | 0                 |
| Fixed Charges                                    | 2,084             | 2,044              | 60                | 60                |
| Licenses, Permits, & Fees                        | 0                 | 2                  | 200               | 200               |
| Taxes  | 0                 | 0                  | 0                 | 0                 |
| Grant Contributions & Awards                     | 33                | 0                  | 33                | 33                |
| <b>TOTAL OTHER EXPENSE</b>                       | <b>13,665</b>     | <b>12,764</b>      | <b>32,399</b>     | <b>32,399</b>     |
| <b>PENSION, ANNUITY, DEBT, &amp; OTHER COSTS</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>EQUIPMENT, BUILDINGS, &amp; LAND</b>          | <b>1,109</b>      | <b>0</b>           | <b>1,109</b>      | <b>1,109</b>      |
| <b>SPECIAL PROJECTS</b>                          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL OPERATING EXPENSE</b>                   | <b>5,835,373</b>  | <b>5,528,121</b>   | <b>6,780,377</b>  | <b>6,574,521</b>  |
| <b>TRANSFERS TO OTHER FUNDS &amp; UNITS:</b>     | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL EXPENSE AND TRANSFERS</b>               | <b>5,835,373</b>  | <b>5,528,121</b>   | <b>6,780,377</b>  | <b>6,574,521</b>  |

# 16 Assessor of Property-Financial

## Assessor of Property GSD General Fund

| REVENUE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>PROGRAM REVENUE:</b>                          |                   |                    |                   |                   |
| <b>Charges, Commissions, &amp; Fees</b>          |                   |                    |                   |                   |
| Charges For Current Services                     | 0                 | 6,142              | 0                 | 0                 |
| Commissions and Fees                             | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Charges, Commissions, &amp; Fees</b> | <b>0</b>          | <b>6,142</b>       | <b>0</b>          | <b>0</b>          |
| <b>Other Governments &amp; Agencies</b>          |                   |                    |                   |                   |
| Federal Direct                                   | 0                 | 0                  | 0                 | 0                 |
| Federal Through State                            | 0                 | 0                  | 0                 | 0                 |
| Federal Through Other Pass-Through               | 0                 | 0                  | 0                 | 0                 |
| State Direct                                     | 254,328           | 209,556            | 242,306           | 217,089           |
| Other Government Agencies                        | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Governments &amp; Agencies</b> | <b>254,328</b>    | <b>209,556</b>     | <b>242,306</b>    | <b>217,089</b>    |
| <b>Other Program Revenue</b>                     |                   |                    |                   |                   |
| Contributions and Gifts                          | 0                 | 0                  | 0                 | 0                 |
| Miscellaneous Revenue                            | 0                 | 0                  | 0                 | 0                 |
| Use of Money or Property                         | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Program Revenue</b>            | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL PROGRAM REVENUE</b>                     | <b>254,328</b>    | <b>215,698</b>     | <b>242,306</b>    | <b>217,089</b>    |
| <b>NON-PROGRAM REVENUE:</b>                      |                   |                    |                   |                   |
| Property Taxes                                   | 0                 | 0                  | 0                 | 0                 |
| Local Option Sales Tax                           | 0                 | 0                  | 0                 | 0                 |
| Other Taxes, Licenses, & Permits                 | 0                 | 0                  | 0                 | 0                 |
| Fines, Forfeits, & Penalties                     | 0                 | 0                  | 0                 | 0                 |
| Compensation From Property                       | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL NON-PROGRAM REVENUE</b>                 | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TRANSFERS FROM OTHER FUNDS AND UNITS:</b>     | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL REVENUE AND TRANSFERS</b>               | <b>254,328</b>    | <b>215,698</b>     | <b>242,306</b>    | <b>217,089</b>    |

# 16 Assessor of Property-Financial

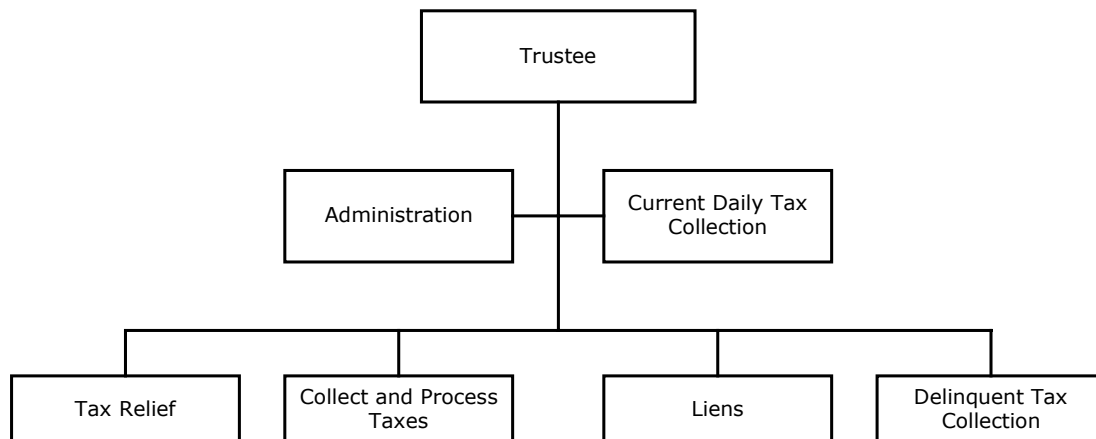
**Reminder:** Some classifications were deleted and new classifications (class number 10000 and above) were added to implement the 2002 Reclassification Study & Pay Plan. Many of the class changes from FY 2001 to FY 2002 were due to implementing that Study.

|   |              |              | FY 2001          |                 | FY 2002          |                 | FY 2003          |                 |
|---|--------------|--------------|------------------|-----------------|------------------|-----------------|------------------|-----------------|
|   | <u>Class</u> | <u>Grade</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> |
| <b>16 Assessor Of Property - GSD Fund 10101</b> |              |              |                  |                 |                  |                 |                  |                 |
| Admin Services Manager                          | 7242         | SR13         | 4                | 4.0             | 4                | 4.0             | 4                | 4.0             |
| Admin Services Officer 3                        | 7244         | SR10         | 0                | 0.0             | 1                | 1.0             | 1                | 1.0             |
| Admin Services Officer 4                        | 7245         | SR12         | 2                | 2.0             | 4                | 4.0             | 4                | 4.0             |
| Administrative Assistant                        | 7241         | SR09         | 0                | 0.0             | 4                | 4.0             | 4                | 4.0             |
| Administrative Assistant 1                      | 7240         | GS06         | 2                | 2.0             | 0                | 0.0             | 0                | 0.0             |
| Administrative Assistant 2                      | 7241         | GS08         | 3                | 3.0             | 0                | 0.0             | 0                | 0.0             |
| Administrative Specialist                       | 7720         | GS10         | 1                | 1.0             | 0                | 0.0             | 0                | 0.0             |
| Appraiser 1                                     | 2675         | SR06         | 3                | 3.0             | 5                | 5.0             | 5                | 5.0             |
| Appraiser 2                                     | 2670         | SR08         | 22               | 22.0            | 21               | 21.0            | 21               | 21.0            |
| Appraiser 3                                     | 7247         | SR10         | 11               | 11.0            | 11               | 11.0            | 11               | 11.0            |
| Appraiser 4                                     | 4400         | SR12         | 7                | 7.0             | 8                | 8.0             | 8                | 8.0             |
| Appraiser Analyst 1                             | 6112         | GS06         | 2                | 2.0             | 0                | 0.0             | 0                | 0.0             |
| Appraiser Analyst 2                             | 7246         | SR09         | 4                | 4.0             | 4                | 4.0             | 4                | 4.0             |
| Appraiser Analyst 3                             | 6116         | SR12         | 5                | 5.0             | 4                | 4.0             | 4                | 4.0             |
| Assessment Manager                              | 6524         | SR14         | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Customer Service Rep 1                          | 7283         | GS03         | 2                | 2.0             | 0                | 0.0             | 0                | 0.0             |
| Customer Service Rep 2                          | 6855         | GS04         | 2                | 2.0             | 0                | 0.0             | 0                | 0.0             |
| Customer Service Rep 3                          | 7284         | GS05         | 7                | 7.0             | 0                | 0.0             | 0                | 0.0             |
| Customer Service Supv                           | 6598         | SR10         | 0                | 0.0             | 1                | 1.0             | 1                | 1.0             |
| Data Entry Operator 1                           | 2770         | GS02         | 1                | 1.0             | 0                | 0.0             | 0                | 0.0             |
| Data Entry Operator 2                           | 2760         | SR05         | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Data Entry Operator 3                           | 4600         | GS04         | 2                | 2.0             | 0                | 0.0             | 0                | 0.0             |
| Data Entry Programmer                           | 6817         | SR07         | 3                | 3.0             | 4                | 4.0             | 4                | 4.0             |
| Hearing Officer                                 | 7198         | N/A          | 20               | 3.4             | 15               | 1.5             | 15               | 1.5             |
| Info Systems Manager                            | 7782         | SR13         | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Info Systems Specialist                         | 7783         | SR12         | 0                | 0.0             | 2                | 2.0             | 2                | 2.0             |
| Office Assistant 2                              | 7748         | GS04         | 1                | 1.0             | 0                | 0.0             | 0                | 0.0             |
| Office Support Rep 1                            | 10120        | SR04         | 0                | 0.0             | 1                | 1.0             | 1                | 1.0             |
| Office Support Rep 2                            | 10121        | SR05         | 0                | 0.0             | 2                | 2.0             | 2                | 2.0             |
| Office Support Rep 3                            | 10122        | SR06         | 0                | 0.0             | 5                | 5.0             | 5                | 5.0             |
| Office Support Spec 1                           | 10123        | SR07         | 0                | 0.0             | 1                | 1.0             | 1                | 1.0             |
| Office Support Spec 2                           | 10124        | SR08         | 0                | 0.0             | 1                | 1.0             | 1                | 1.0             |
| Tax Assessor-Set Charter                        | 5534         | EL           | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Training Spec                                   | 10159        | SR11         | 0                | 0.0             | 1                | 1.0             | 1                | 1.0             |
| <b>Total Positions &amp; FTE</b>                |              |              | <b>108</b>       | <b>91.4</b>     | <b>103</b>       | <b>89.5</b>     | <b>103</b>       | <b>89.5</b>     |
| <b>Seasonal/Part-time/Temporary</b>             | 9020         |              | <b>0</b>         | <b>0.0</b>      | <b>6</b>         | <b>3.0</b>      | <b>6</b>         | <b>3.0</b>      |
| <b>Total Positions &amp; FTE</b>                |              |              | <b>108</b>       | <b>91</b>       | <b>109</b>       | <b>92.5</b>     | <b>109</b>       | <b>92.5</b>     |

# 17 Trustee-At a Glance

| <b>Vision</b>                      | To continue the development of a superior system that will be efficient and practical for the taxpayers who do business with this office.   |                           |                           |                |                |                                    |  |  |  |                  |             |             |             |                       |          |          |          |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |          |          |          |                              |            |            |            |                     |   |   |   |           |          |          |          |                       |                   |                   |                   |  |  |
|------------------------------------|---|---------------------------|---------------------------|----------------|----------------|------------------------------------|--|--|--|------------------|-------------|-------------|-------------|-----------------------|----------|----------|----------|---------------------------|---------------------------|---------------------------|---------------------------|--------------------------------|--|--|--|------------------------------|-----|-----|-----|-------------------|---|---|---|-----------------------|----------|----------|----------|------------------------------|------------|------------|------------|---------------------|---|---|---|-----------|----------|----------|----------|-----------------------|-------------------|-------------------|-------------------|--|--|
| <b>Mission</b>                     | To collect Davidson County’s Real Property Tax, Public Utility Tax, Personal Property Tax, Central Business Improvement District Tax, Vegetation Liens and Demolition Liens each year; and administer the Tax Relief Program for the State of Tennessee and Metro Government.   |                           |                           |                |                |                                    |  |  |  |                  |             |             |             |                       |          |          |          |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |          |          |          |                              |            |            |            |                     |   |   |   |           |          |          |          |                       |                   |                   |                   |  |  |
| <b>Budget Summary</b>              | <table><thead><tr><th></th><th><u>2000-01</u></th><th><u>2001-02</u></th><th><u>2002-03</u></th></tr></thead><tbody><tr><td><b>Expenditures and Transfers:</b></td><td></td><td></td><td></td></tr><tr><td>GSD General Fund</td><td>\$1,425,485</td><td>\$1,989,513</td><td>\$2,018,973</td></tr><tr><td>Special purpose funds</td><td><u>0</u></td><td><u>0</u></td><td><u>0</u></td></tr><tr><td><b>Total Expenditures</b></td><td><u><b>\$1,425,485</b></u></td><td><u><b>\$1,989,513</b></u></td><td><u><b>\$2,018,973</b></u></td></tr><tr><td><b>Revenues and Transfers:</b></td><td></td><td></td><td></td></tr><tr><td>Charges, Commissions, &amp; Fees</td><td>\$0</td><td>\$0</td><td>\$0</td></tr><tr><td>Other Governments</td><td>0</td><td>0</td><td>0</td></tr><tr><td>Other Program Revenue</td><td><u>0</u></td><td><u>0</u></td><td><u>0</u></td></tr><tr><td><b>Total Program Revenue</b></td><td><b>\$0</b></td><td><b>\$0</b></td><td><b>\$0</b></td></tr><tr><td>Non-program Revenue</td><td>0</td><td>0</td><td>0</td></tr><tr><td>Transfers</td><td><u>0</u></td><td><u>0</u></td><td><u>0</u></td></tr><tr><td><b>Total Revenues</b></td><td><u><b>\$0</b></u></td><td><u><b>\$0</b></u></td><td><u><b>\$0</b></u></td></tr></tbody></table> |                           | <u>2000-01</u>            | <u>2001-02</u> | <u>2002-03</u> | <b>Expenditures and Transfers:</b> |  |  |  | GSD General Fund | \$1,425,485 | \$1,989,513 | \$2,018,973 | Special purpose funds | <u>0</u> | <u>0</u> | <u>0</u> | <b>Total Expenditures</b> | <u><b>\$1,425,485</b></u> | <u><b>\$1,989,513</b></u> | <u><b>\$2,018,973</b></u> | <b>Revenues and Transfers:</b> |  |  |  | Charges, Commissions, & Fees | \$0 | \$0 | \$0 | Other Governments | 0 | 0 | 0 | Other Program Revenue | <u>0</u> | <u>0</u> | <u>0</u> | <b>Total Program Revenue</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | Non-program Revenue | 0 | 0 | 0 | Transfers | <u>0</u> | <u>0</u> | <u>0</u> | <b>Total Revenues</b> | <u><b>\$0</b></u> | <u><b>\$0</b></u> | <u><b>\$0</b></u> |  |  |
|                                    | <u>2000-01</u>  | <u>2001-02</u>            | <u>2002-03</u>            |                |                |                                    |  |  |  |                  |             |             |             |                       |          |          |          |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |          |          |          |                              |            |            |            |                     |   |   |   |           |          |          |          |                       |                   |                   |                   |  |  |
| <b>Expenditures and Transfers:</b> |   |                           |                           |                |                |                                    |  |  |  |                  |             |             |             |                       |          |          |          |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |          |          |          |                              |            |            |            |                     |   |   |   |           |          |          |          |                       |                   |                   |                   |  |  |
| GSD General Fund                   | \$1,425,485   | \$1,989,513               | \$2,018,973               |                |                |                                    |  |  |  |                  |             |             |             |                       |          |          |          |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |          |          |          |                              |            |            |            |                     |   |   |   |           |          |          |          |                       |                   |                   |                   |  |  |
| Special purpose funds              | <u>0</u>  | <u>0</u>                  | <u>0</u>                  |                |                |                                    |  |  |  |                  |             |             |             |                       |          |          |          |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |          |          |          |                              |            |            |            |                     |   |   |   |           |          |          |          |                       |                   |                   |                   |  |  |
| <b>Total Expenditures</b>          | <u><b>\$1,425,485</b></u>   | <u><b>\$1,989,513</b></u> | <u><b>\$2,018,973</b></u> |                |                |                                    |  |  |  |                  |             |             |             |                       |          |          |          |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |          |          |          |                              |            |            |            |                     |   |   |   |           |          |          |          |                       |                   |                   |                   |  |  |
| <b>Revenues and Transfers:</b>     |   |                           |                           |                |                |                                    |  |  |  |                  |             |             |             |                       |          |          |          |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |          |          |          |                              |            |            |            |                     |   |   |   |           |          |          |          |                       |                   |                   |                   |  |  |
| Charges, Commissions, & Fees       | \$0   | \$0                       | \$0                       |                |                |                                    |  |  |  |                  |             |             |             |                       |          |          |          |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |          |          |          |                              |            |            |            |                     |   |   |   |           |          |          |          |                       |                   |                   |                   |  |  |
| Other Governments                  | 0   | 0                         | 0                         |                |                |                                    |  |  |  |                  |             |             |             |                       |          |          |          |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |          |          |          |                              |            |            |            |                     |   |   |   |           |          |          |          |                       |                   |                   |                   |  |  |
| Other Program Revenue              | <u>0</u>  | <u>0</u>                  | <u>0</u>                  |                |                |                                    |  |  |  |                  |             |             |             |                       |          |          |          |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |          |          |          |                              |            |            |            |                     |   |   |   |           |          |          |          |                       |                   |                   |                   |  |  |
| <b>Total Program Revenue</b>       | <b>\$0</b>  | <b>\$0</b>                | <b>\$0</b>                |                |                |                                    |  |  |  |                  |             |             |             |                       |          |          |          |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |          |          |          |                              |            |            |            |                     |   |   |   |           |          |          |          |                       |                   |                   |                   |  |  |
| Non-program Revenue                | 0   | 0                         | 0                         |                |                |                                    |  |  |  |                  |             |             |             |                       |          |          |          |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |          |          |          |                              |            |            |            |                     |   |   |   |           |          |          |          |                       |                   |                   |                   |  |  |
| Transfers                          | <u>0</u>  | <u>0</u>                  | <u>0</u>                  |                |                |                                    |  |  |  |                  |             |             |             |                       |          |          |          |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |          |          |          |                              |            |            |            |                     |   |   |   |           |          |          |          |                       |                   |                   |                   |  |  |
| <b>Total Revenues</b>              | <u><b>\$0</b></u>   | <u><b>\$0</b></u>         | <u><b>\$0</b></u>         |                |                |                                    |  |  |  |                  |             |             |             |                       |          |          |          |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |          |          |          |                              |            |            |            |                     |   |   |   |           |          |          |          |                       |                   |                   |                   |  |  |
| <b>Positions</b>                   | Total Budgeted Positions  | 24                        | 31                        | 31             |                |                                    |  |  |  |                  |             |             |             |                       |          |          |          |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |          |          |          |                              |            |            |            |                     |   |   |   |           |          |          |          |                       |                   |                   |                   |  |  |
| <b>Contacts</b>                    | Trustee: Charles Cardwell<br>Financial Manager: Pat Alexander<br><br>800 2 <sup>nd</sup> Avenue North 37201<br><br>email: charlie_cardwell@metro.nashville.org<br>email: pat_alexander@metro.nashville.org<br><br>Phone: 862-6330      FAX: 862-6337  |                           |                           |                |                |                                    |  |  |  |                  |             |             |             |                       |          |          |          |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |          |          |          |                              |            |            |            |                     |   |   |   |           |          |          |          |                       |                   |                   |                   |  |  |

## Organizational Structure



# 17 Trustee–At a Glance

## Budget Highlights FY 2003

|   |                 |
|---|-----------------|
| • Elected Officials Pay increase                | \$1,800         |
| • Pay Plan/Benefit adjustments                  | 52,100          |
| • Fleet Management Consolidation net adjustment | -3,739          |
| • Information Systems billings                  | -30,948         |
| • Telecommunication net adjustment              | -4,053          |
| • Postal Service rates increase                 | 10,100          |
| • Printing and Binding Tax Invoices             | 4,200           |
| Total   | <u>\$29,460</u> |

## Overview

### CURRENT DAILY TAX COLLECTION

The Trustee's Office accepts the Certified Real Property and Personalty Tax Roll from the Assessor's office in September of each year and the Utility Tax Roll from the Tennessee Regulatory Authority in December of each year. The Office of the Trustee has printed tax statements, and statements are mailed by October 1. The Trustee's Office maintains the Tax Receivable Roll, collects and processes receivables daily and forwards receipts to the Metro Treasurer's office daily. The Office maintains Tax Accounting records and history on approximately 223,700

parcels. The Trustee's Office processes all Certified Tax Roll adjustments and refunds during the tax year.

### TAX RELIEF

The Tax Relief Program is administered for the elderly for the State of Tennessee and Metro Government.

### COLLECT AND PROCESS TAXES

The Trustee's Office collects and processes Central Business Improvement District Tax receivable.

### LIENS

The Trustee's Office records and collects Property Tax (Vegetation) Liens that are placed on the property by the Metro Department of Parks and Recreation. The Office collects and processes demolition liens that are placed on property by Codes Department.

### DELINQUENT TAX COLLECTION

The Trustee's Office collects and processes delinquent taxes March 1 through the following February 28, sends delinquent taxes to the Clerk and Master, and maintains and post all payments collected through the Clerk and Master.

# 17 Trustee–Performance

| Objectives   | Performance Measures   | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|--|-------------------|--------------------|-------------------|-------------------|
| <b>CURRENT DAILY TAX COLLECTION</b>  |  |                   |                    |                   |                   |
| 1. Collect and process real property, utility and personalty taxes.            | a. Real property, utility and personalty tax receivable  | \$442,000,000     | \$579,142,000      | \$490,000,000     | \$600,000,000     |
|  | b. Tax statements mailed   | 270,000           | 265,000            | 270,000           | 270,000           |
|  | c. Active parcels  | 225,000           | 230,000            | 224,000           | 230,000           |
|  | d. Tax receipts mailed   | 229,000           | 229,000            | 228,000           | 230,000           |
| 2. Collect central business improvement district tax.                          | a. Central business improvement district tax receivable  | \$504,600         | \$606,000          | \$700,000         | \$800,000         |
|  | b. Parcels from which revenue is received  | 466               | 476                | 460               | 480               |
|  | c. Business District revenue received  | \$490,000         | \$574,000          | \$670,000         | \$750,000         |
| <b>TAX RELIEF</b>  |  |                   |                    |                   |                   |
| 1. Implement tax relief program.   | Tax relief recipients  | 3,600             | 3,610              | 3,500             | 3,400             |
| <b>COLLECT AND PROCESS TAXES</b>   |  |                   |                    |                   |                   |
| 1. Process refunds and adjustments and collect property liens.                 | a. Refunds and adjustments (number of properties)  | 7,000             | 2,600              | 2,200             | 5,000             |
|  | b. Amount of refunds and adjustments   | \$6,000,000       | \$3,800,000        | \$5,000,000       | \$5,000,000       |
|  | c. Property tax liens  | 185               | 293                | 180               | 325               |
|  | d. Property tax lien receivable  | \$140,000         | \$186,634          | \$180,000         | \$225,000         |
|  | e. Demolition liens  | na                | 23                 | 42                | 30                |
|  | f. Demolition lien   | na                | \$91,693           | \$295,000         | \$125,000         |
| <b>DELINQUENT TAX COLLECTION</b>   |  |                   |                    |                   |                   |
| 1. Collect and process delinquent real property, utility and personalty taxes. | a. September 1 through February 28 delinquent real property, utility and personalty tax projected received   | \$7,000,000       | \$12,496,361       | \$5,000,000       | \$10,000,000      |
|  | b. September 1 through February 28 delinquent real property, utility and personalty tax projected receivable | \$14,000,000      | \$15,940,158       | \$13,500,000      | \$17,000,000      |

# 17 Trustee–Financial

## Trustee GSD General Fund

| EXPENSE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>OPERATING EXPENSE:</b>                        |                   |                    |                   |                   |
| <b>PERSONAL SERVICES:</b>                        |                   |                    |                   |                   |
| Salary Expense                                   | 952,426           | 948,536            | 999,899           | 1,047,199         |
| Fringe Benefits                                  | 263,622           | 245,072            | 269,865           | 276,465           |
| Per Diem & Other Fees                            | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL PERSONAL SERVICES</b>                   | <b>1,216,048</b>  | <b>1,193,608</b>   | <b>1,269,764</b>  | <b>1,323,664</b>  |
| <b>OTHER SERVICES:</b>                           |                   |                    |                   |                   |
| Utilities  | 0                 | 0                  | 0                 | 0                 |
| Professional Services                            | 0                 | 0                  | 0                 | 0                 |
| Purchased Services                               | 400               | 124                | 200               | 200               |
| Travel   | 3,213             | 1,719              | 3,113             | 3,113             |
| Communications                                   | 112,329           | 110,060            | 112,429           | 122,529           |
| Printing   | 49,164            | 44,859             | 49,564            | 53,764            |
| Advertising & Promotion                          | 3,200             | 2,279              | 3,200             | 3,200             |
| Subscriptions                                    | 723               | 561                | 723               | 723               |
| Tuition, Reg., & Membership Dues                 | 3,749             | 2,127              | 3,749             | 3,749             |
| Repairs & Maintenance Services                   | 3,000             | 3,037              | 3,100             | 3,100             |
| Internal Service Fees                            | 30,859            | 28,298             | 534,752           | 496,012           |
| <b>TOTAL OTHER SERVICES</b>                      | <b>206,637</b>    | <b>193,064</b>     | <b>710,830</b>    | <b>686,390</b>    |
| <b>OTHER EXPENSE:</b>                            |                   |                    |                   |                   |
| Supplies and Materials                           | 2,700             | 5,046              | 8,819             | 8,819             |
| Misc. Other Expenses & Payments                  | 0                 | 0                  | 0                 | 0                 |
| Fixed Charges                                    | 0                 | 0                  | 0                 | 0                 |
| Licenses, Permits, & Fees                        | 100               | 76                 | 100               | 100               |
| Taxes  | 0                 | 0                  | 0                 | 0                 |
| Grant Contributions & Awards                     | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL OTHER EXPENSE</b>                       | <b>2,800</b>      | <b>5,122</b>       | <b>8,919</b>      | <b>8,919</b>      |
| <b>PENSION, ANNUITY, DEBT, &amp; OTHER COSTS</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>EQUIPMENT, BUILDINGS, &amp; LAND</b>          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>SPECIAL PROJECTS</b>                          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL OPERATING EXPENSE</b>                   | <b>1,425,485</b>  | <b>1,391,794</b>   | <b>1,989,513</b>  | <b>2,018,973</b>  |
| <b>TRANSFERS TO OTHER FUNDS &amp; UNITS:</b>     | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL EXPENSE AND TRANSFERS</b>               | <b>1,425,485</b>  | <b>1,391,794</b>   | <b>1,989,513</b>  | <b>2,018,973</b>  |

# 17 Trustee–Financial

## Trustee GSD General Fund

| REVENUE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>PROGRAM REVENUE:</b>                          |                   |                    |                   |                   |
| <b>Charges, Commissions, &amp; Fees</b>          |                   |                    |                   |                   |
| Charges For Current Services                     | 0                 | 0                  | 0                 | 0                 |
| Commissions and Fees                             | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Charges, Commissions, &amp; Fees</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>Other Governments &amp; Agencies</b>          |                   |                    |                   |                   |
| Federal Direct                                   | 0                 | 0                  | 0                 | 0                 |
| Federal Through State                            | 0                 | 0                  | 0                 | 0                 |
| Federal Through Other Pass-Through               | 0                 | 0                  | 0                 | 0                 |
| State Direct                                     | 0                 | 0                  | 0                 | 0                 |
| Other Government Agencies                        | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Governments &amp; Agencies</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>Other Program Revenue</b>                     |                   |                    |                   |                   |
| Contributions and Gifts                          | 0                 | 0                  | 0                 | 0                 |
| Miscellaneous Revenue                            | 0                 | 0                  | 0                 | 0                 |
| Use of Money or Property                         | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Program Revenue</b>            | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL PROGRAM REVENUE</b>                     | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>NON-PROGRAM REVENUE:</b>                      |                   |                    |                   |                   |
| Property Taxes                                   | 0                 | 0                  | 0                 | 0                 |
| Local Option Sales Tax                           | 0                 | 0                  | 0                 | 0                 |
| Other Taxes, Licenses, & Permits                 | 0                 | 0                  | 0                 | 0                 |
| Fines, Forfeits, & Penalties                     | 0                 | 0                  | 0                 | 0                 |
| Compensation From Property                       | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL NON-PROGRAM REVENUE</b>                 | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TRANSFERS FROM OTHER FUNDS AND UNITS:</b>     | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL REVENUE AND TRANSFERS</b>               | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |



# 17 Trustee–Financial

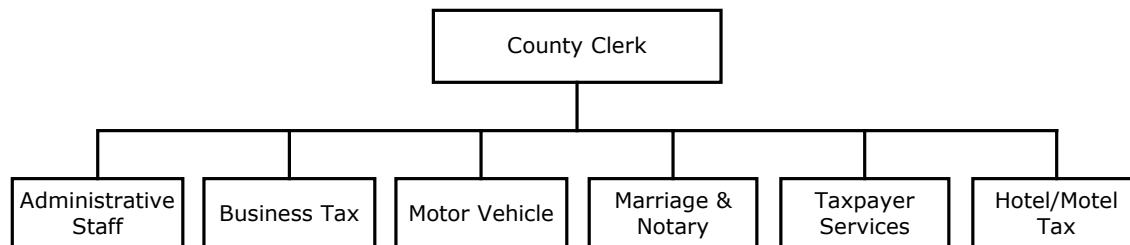
**Reminder:** Some classifications were deleted and new classifications (class number 10000 and above) were added to implement the 2002 Reclassification Study & Pay Plan. Many of the class changes from FY 2001 to FY 2002 were due to implementing that Study.

|                                    |              | FY 2001          |                 | FY 2002          |                 | FY 2003          |                 |
|------------------------------------|--------------|------------------|-----------------|------------------|-----------------|------------------|-----------------|
| <u>Class</u>                       | <u>Grade</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> |
| <b>17 Trustee - GSD Fund 10101</b> |              |                  |                 |                  |                 |                  |                 |
| Administrative Assistant 2         | 7241 SR13    | 1                | 1.0             | 1                | 0.0             | 0                | 0.0             |
| Collections Officer                | 1290 SR13    | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Deputy - Tax Accounting            | 6554 NS      | 17               | 17.0            | 17               | 18.0            | 18               | 18.0            |
| Deputy Trustee                     | 1503 NS      | 4                | 4.0             | 4                | 4.0             | 4                | 4.0             |
| Trustee                            | 5635 EL      | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| <b>Total Positions &amp; FTE</b>   |              | <b>24</b>        | <b>24.0</b>     | <b>24</b>        | <b>24.0</b>     | <b>24</b>        | <b>24.0</b>     |
| <b>Seasonal/Part-time</b>          |              |                  | <b>N/A</b>      | <b>7</b>         | <b>N/A</b>      | <b>7</b>         | <b>7.0</b>      |

# 18 County Clerk–At a Glance

|                |   |  |  |  |
|----------------|---|--|--|--|
| Mission        | To collect certain state privilege license fees as well as other state and local revenues, fees, commissions, and taxes as provided by law.   |  |  |  |
| Budget Summary | <div>Expenditures and Transfers:</div> <div>GSD General Fund</div> <div>Special purpose funds</div> <div>Total Expenditures</div> <div>Revenues and Transfers:</div> <div>Charges, Commissions, &amp; Fees</div> <div>Other Governments</div> <div>Other Program Revenue</div> <div>Total Program Revenue</div> <div>Non-program Revenue</div> <div>Transfers</div> <div>Total Revenues</div> | <div>2000-01</div> <div>\$3,163,645</div> <div>0</div> <div>\$3,163,645</div> <div>\$4,000,000</div> <div>0</div> <div>0</div> <div>\$4,000,000</div> <div>200</div> <div>0</div> <div>\$4,000,200</div> | <div>2001-02</div> <div>\$3,275,906</div> <div>0</div> <div>\$3,275,906</div> <div>\$3,900,000</div> <div>0</div> <div>0</div> <div>\$3,900,000</div> <div>400</div> <div>0</div> <div>\$3,900,400</div> | <div>2002-03</div> <div>\$3,484,215</div> <div>0</div> <div>\$3,484,215</div> <div>\$3,800,000</div> <div>0</div> <div>0</div> <div>\$3,800,000</div> <div>900</div> <div>0</div> <div>\$3,800,900</div> |
| Positions      | Total Budgeted Positions  | 68   | 78   | 78   |
| Contacts       | <div>County Clerk: Bill Covington</div> <div>Financial Manager: Tami Drake</div> <div>Howard Office Building 37210</div> <div>email: bill_covington@metro.nashville.org</div> <div>email: tami_drake@metro.nashville.org</div> <div>Phone: 862-6050</div> <div>FAX: 862-5986</div>  |  |  |  |

## Organizational Structure



# 18 County Clerk–At a Glance

## Budget Highlights FY 2003

|  |                  |
|--|------------------|
| • Elected Officials Pay increase   | \$1,800          |
| • Pay Plan/Benefit adjustments   | 122,200          |
| • Postal Service rates increase  | 8,000            |
| • Fleet Management Consolidation net adjustment  | -16,800          |
| • Information Systems billings   | 112,557          |
| • Telecommunication net adjustment   | -9,448           |
| • Subscription increase to <i>National Auto Dealers Association Used Car Guide</i> and <i>Kelley Blue Book</i> | 2,000            |
| • Advertising and promotion for materials included in mailing renewal forms to citizens                        | 1,000            |
| • Savings on electric bills at new Madison location  | -3,000           |
| • Savings on rent due to new Madison location  | -10,000          |
| Total  | <u>\$208,309</u> |

## Overview

### ADMINISTRATIVE STAFF

The Administrative Staff Division provides administrative services to the various divisions.

## BUSINESS TAX

The Business Tax Division collects Urban and General Services gross receipts tax, issues business licenses, collects Wholesale Beer and Liquor taxes, issues Liquor By the Drink licenses, collects Franchise Fees, issues licenses for Title Lenders, Pawnbrokers' and others.

## MOTOR VEHICLE

The Motor Vehicle Division collects state and local motor vehicle fees and taxes for auto titling and registration, and issues motor vehicle license plates and metro stickers at the Clerk's main office and at five branch offices.

## MARRIAGE & NOTARY

The Marriage & Notary Division issues Notary Public commissions, Marriage Licenses and collects related fees related to both.

## TAXPAYER SERVICES

The Taxpayer Services Division provides troubleshooting for taxpayers, and acts as liaison between the Metro Beautification Division and Metro Police Dept.

## HOTEL/MOTEL TAX

The Hotel/Motel Tax Division collects Hotel/Motel Occupancy Taxes.

# 18 County Clerk–Performance

| Objectives  | Performance Measures  | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|---|---|-------------------|--------------------|-------------------|-------------------|
| <b>BUSINESS TAX</b>   |   |                   |                    |                   |                   |
| 1. Collect business gross receipts tax and licensing fees (using computers to increase efficiency).                               | a. Business licenses issued – GSD                                     | 27,000            | 27,793             | 27,000            | 27,500            |
|   | b. Business licenses issued – USD                                     | 21,500            | 21,372             | 20,800            | 21,000            |
|   | c. Liquor by the drink licenses issued                                | 350               | 361                | 375               | 400               |
|   | d. Wholesale beer & Liquor tax paid monthly                           | na                | 10                 | na                | 10                |
|   | e. Title Lender, Pawnbrokers' licenses, & other misc. licenses issued | na                | 193                | na                | 150               |
| <b>MOTOR VEHICLE</b>  |   |                   |                    |                   |                   |
| 1. Collect state and local motor vehicle fees & taxes and process all related documents (using computers to increase efficiency). | a. Vehicle registration   | 520,000           | 558,260            | 524,000           | 550,000           |
|   | b. Metro regulatory wheel tax decal (regular and commercial)          | 430,000           | 432,855            | 430,000           | 430,000           |
|   | c. Dealer auto recording licenses issued (bi-annual)                  | 200               | 208                | 200               | 200               |
| <b>MARRIAGE AND NOTARY</b>  |   |                   |                    |                   |                   |
| 1. Issue marriage licenses and notary public commissions (using computers to increase efficiency).                                | a. Marriage licenses issued   | 6,500             | 6,081              | 6,000             | 6,000             |
|   | b. Notary public commissions issued                                   | 3,500             | 3,504              | 3,850             | 3,500             |
| <b>HOTEL/MOTEL TAX</b>  |   |                   |                    |                   |                   |
| 1. Collect hotel and motel taxes.   | a. Hotels taxed   | 217               | 213                | 227               | 220               |
|   | b. Average monthly collection (per hotel)                             | \$ 8,015          | \$7,669            | \$ 8,000          | \$7,500           |

# 18 County Clerk-Financial

County Clerk  
GSD General Fund

| EXPENSE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>OPERATING EXPENSE:</b>                        |                   |                    |                   |                   |
| <b>PERSONAL SERVICES:</b>                        |                   |                    |                   |                   |
| Salary Expense                                   | 2,129,639         | 2,121,217          | 2,252,140         | 2,360,740         |
| Fringe Benefits                                  | 623,039           | 604,616            | 636,895           | 652,295           |
| Per Diem & Other Fees                            | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL PERSONAL SERVICES</b>                   | <b>2,752,678</b>  | <b>2,725,833</b>   | <b>2,889,035</b>  | <b>3,013,035</b>  |
| <b>OTHER SERVICES:</b>                           |                   |                    |                   |                   |
| Utilities  | 6,000             | 1,801              | 6,000             | 3,000             |
| Professional Services                            | 0                 | 0                  | 0                 | 0                 |
| Purchased Services                               | 36,100            | 38,598             | 36,100            | 36,100            |
| Travel   | 225               | 229                | 225               | 225               |
| Communications                                   | 88,700            | 102,978            | 88,700            | 88,700            |
| Printing   | 48,700            | 39,508             | 75,700            | 75,700            |
| Advertising & Promotion                          | 529               | 604                | 529               | 1,529             |
| Subscriptions                                    | 1,000             | 1,980              | 1,000             | 3,000             |
| Tuition, Reg., & Membership Dues                 | 495               | 243                | 495               | 495               |
| Repairs & Maintenance Services                   | 5,000             | 5,950              | 5,000             | 5,000             |
| Internal Service Fees                            | 76,169            | 80,827             | 82,333            | 176,642           |
| <b>TOTAL OTHER SERVICES</b>                      | <b>262,918</b>    | <b>272,718</b>     | <b>296,082</b>    | <b>390,391</b>    |
| <b>OTHER EXPENSE:</b>                            |                   |                    |                   |                   |
| Supplies and Materials                           | 18,312            | 13,417             | 31,052            | 31,052            |
| Misc. Other Expenses & Payments                  | 2,730             | 4,015              | 2,730             | 2,730             |
| Fixed Charges                                    | 55,282            | 50,818             | 55,282            | 45,282            |
| Licenses, Permits, & Fees                        | 1,725             | 458                | 1,725             | 1,725             |
| Taxes  | 0                 | 0                  | 0                 | 0                 |
| Grant Contributions & Awards                     | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL OTHER EXPENSE</b>                       | <b>78,049</b>     | <b>68,708</b>      | <b>90,789</b>     | <b>80,789</b>     |
| <b>PENSION, ANNUITY, DEBT, &amp; OTHER COSTS</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>EQUIPMENT, BUILDINGS, &amp; LAND</b>          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>SPECIAL PROJECTS</b>                          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL OPERATING EXPENSE</b>                   | <b>3,093,645</b>  | <b>3,067,259</b>   | <b>3,275,906</b>  | <b>3,484,215</b>  |
| <b>TRANSFERS TO OTHER FUNDS &amp; UNITS:</b>     | <b>70,000</b>     | <b>72,807</b>      | <b>0</b>          | <b>0</b>          |
| <b>TOTAL EXPENSE AND TRANSFERS</b>               | <b>3,163,645</b>  | <b>3,140,066</b>   | <b>3,275,906</b>  | <b>3,484,215</b>  |

# 18 County Clerk-Financial

County Clerk  
GSD General Fund

| REVENUE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>PROGRAM REVENUE:</b>                          |                   |                    |                   |                   |
| <b>Charges, Commissions, &amp; Fees</b>          |                   |                    |                   |                   |
| Charges For Current Services                     | 0                 | 0                  | 0                 | 0                 |
| Commissions and Fees                             | 4,000,000         | 3,751,745          | 3,900,000         | 3,800,000         |
| <b>Subtotal Charges, Commissions, &amp; Fees</b> | <b>4,000,000</b>  | <b>3,751,745</b>   | <b>3,900,000</b>  | <b>3,800,000</b>  |
| <b>Other Governments &amp; Agencies</b>          |                   |                    |                   |                   |
| Federal Direct                                   | 0                 | 0                  | 0                 | 0                 |
| Federal Through State                            | 0                 | 0                  | 0                 | 0                 |
| Federal Through Other Pass-Through               | 0                 | 0                  | 0                 | 0                 |
| State Direct                                     | 0                 | 0                  | 0                 | 0                 |
| Other Government Agencies                        | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Governments &amp; Agencies</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>Other Program Revenue</b>                     |                   |                    |                   |                   |
| Contributions and Gifts                          | 0                 | 0                  | 0                 | 0                 |
| Miscellaneous Revenue                            | 0                 | 0                  | 0                 | 0                 |
| Use of Money or Property                         | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Program Revenue</b>            | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL PROGRAM REVENUE</b>                     | <b>4,000,000</b>  | <b>3,751,745</b>   | <b>3,900,000</b>  | <b>3,800,000</b>  |
| <b>NON-PROGRAM REVENUE:</b>                      |                   |                    |                   |                   |
| Property Taxes                                   | 0                 | 0                  | 0                 | 0                 |
| Local Option Sales Tax                           | 0                 | 0                  | 0                 | 0                 |
| Other Taxes, Licenses, & Permits                 | 200               | 880                | 400               | 900               |
| Fines, Forfeits, & Penalties                     | 0                 | 0                  | 0                 | 0                 |
| Compensation From Property                       | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL NON-PROGRAM REVENUE</b>                 | <b>200</b>        | <b>880</b>         | <b>400</b>        | <b>900</b>        |
| <b>TRANSFERS FROM OTHER FUNDS AND UNITS:</b>     | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL REVENUE AND TRANSFERS</b>               | <b>4,000,200</b>  | <b>3,752,625</b>   | <b>3,900,400</b>  | <b>3,800,900</b>  |

# 18 County Clerk-Financial

**Reminder:** Some classifications were deleted and new classifications (class number 10000 and above) were added to implement the 2002 Reclassification Study & Pay Plan. Many of the class changes from FY 2001 to FY 2002 were due to implementing that Study.

|   |              | FY 2001          |                 | FY 2002          |                 | FY 2003          |                 |
|---|--------------|------------------|-----------------|------------------|-----------------|------------------|-----------------|
| <u>Class</u>                            | <u>Grade</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> |
| <b>18 County Clerk - GSD Fund 10101</b> |              |                  |                 |                  |                 |                  |                 |
| Admin Assist-County Clerk               | 7804 NS      | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Bus Tax Dir-County Clerk                | 7216 NS      | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Chief Auditor-County Clerk              | 7217 NS      | 0                | 0.0             | 0                | 0.0             | 1                | 1.0             |
| Chief Deputy Clerk-County Clerk         | 7077 NS      | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| County Clerk                            | 1336 EL      | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Deputy Clerk 1-County Clerk             | 6787 NS      | 6                | 6.0             | 6                | 6.0             | 6                | 6.0             |
| Deputy Clerk 2-County Clerk             | 6788 NS      | 11               | 11.0            | 11               | 11.0            | 11               | 11.0            |
| Deputy Clerk 3-County Clerk             | 6789 NS      | 20               | 20.0            | 20               | 20.0            | 20               | 20.0            |
| Deputy Clerk 4-County Clerk             | 6790 NS      | 10               | 10.0            | 10               | 10.0            | 10               | 10.0            |
| Deputy Clerk 5-County Clerk             | 6791 NS      | 1                | 1.0             | 1                | 1.0             | 0                | 0.0             |
| Deputy Clerk 6-County Clerk             | 6792 NS      | 2                | 2.0             | 2                | 2.0             | 2                | 2.0             |
| Dir Taxpayer Services                   | 7647 NS      | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| License Inspector 1                     | 2935 NS      | 12               | 12.0            | 12               | 12.0            | 12               | 12.0            |
| Systems Dir-County Clerk                | 7218 NS      | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| <b>Total Positions &amp; FTE</b>        |              | <b>68</b>        | <b>68.0</b>     | <b>68</b>        | <b>68.0</b>     | <b>68</b>        | <b>68.0</b>     |
| <b>Seasonal Employees</b>               | 9020 NS      |                  |                 | <b>10</b>        |                 | <b>10</b>        | <b>10.0</b>     |

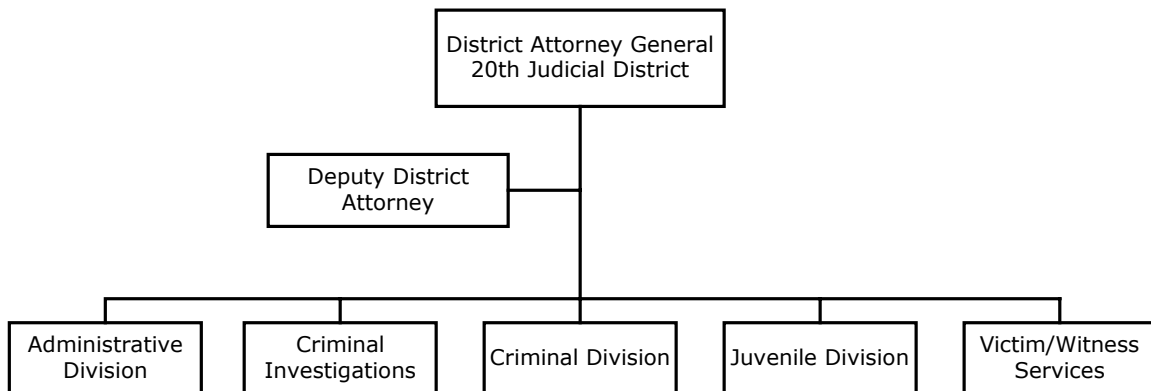




# 19 District Attorney–At a Glance

|                                    |   |                    |                    |
|------------------------------------|---|--------------------|--------------------|
| <b>Vision</b>                      | To pursue guilt and protect innocence. To punish and deter crime and to seek a just outcome as warranted by the law and the evidence. To provide high-quality and professional criminal prosecution in felony, misdemeanor and juvenile cases and to treat victims, witnesses, the judiciary, opposing counsel, and all others associated with the criminal justice system with dignity and respect. To employ innovative strategies to solve problems; to enhance the quality of life in the community; and to improve the operation of the criminal justice system. To maintain an office environment that emphasizes cooperation, mutual respect and personal and professional growth. |                    |                    |
| <b>Mission</b>                     | Authority: TCA § 8-7-101. To investigate and prosecute all criminal offenses that occur within Davidson County where there is sufficient evidence to warrant conviction. All prosecutions are designed to punish offenders, incapacitate violent and repeat criminals, and generally to deter future criminal activity. Additionally, the office is committed to treating victims and witnesses with dignity.   |                    |                    |
| <b>Budget Summary</b>              | <b>2000-01</b>  | <b>2001-02</b>     | <b>2002-03</b>     |
| <b>Expenditures and Transfers:</b> |   |                    |                    |
| GSD General Fund                   | \$3,122,774   | \$3,655,039        | \$3,749,642        |
| Special purpose funds              | 0   | 0                  | 983,595            |
| <b>Total Expenditures</b>          | <b>\$3,122,774</b>  | <b>\$3,655,039</b> | <b>\$4,733,237</b> |
| <b>Revenues and Transfers:</b>     |   |                    |                    |
| Charges, Commissions, & Fees       | \$0   | \$300              | \$300              |
| Other Governments                  | 277,382   | 40,000             | 130,000            |
| Other Program Revenue              | 0   | 0                  | 0                  |
| <b>Total Program Revenue</b>       | <b>\$277,382</b>  | <b>\$40,300</b>    | <b>\$130,300</b>   |
| Non-program Revenue                | 0   | 0                  | 814,800            |
| Transfers                          | 0   | 0                  | 0                  |
| <b>Total Revenues</b>              | <b>\$277,382</b>  | <b>\$40,300</b>    | <b>\$945,100</b>   |
| <b>Positions</b>                   | Total Budgeted Positions  | 88                 | 87                 |
| <b>Contacts</b>                    | District Attorney General: Victor S. (Torry) Johnson III email: torryjohnson@jis.nashville.org<br>Director of Finance & Operations: Michael E. Brook email: michaelbrook@jis.nashville.org<br>Director of Victim Witness Services: Jody S. Folk email: jodyfolk@jis.nashville.org<br><br>Washington Square, Suite 500<br>222 2 <sup>nd</sup> Avenue, North 37201-1649 Phone: 862-5507 FAX: 862-5599   |                    |                    |

## Organizational Structure



# 19 District Attorney–At a Glance

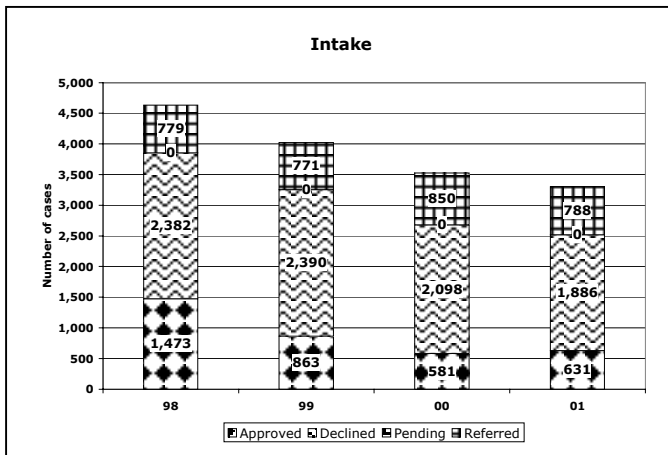
## Budget Highlights FY 2003

|   |                 |
|---|-----------------|
| • Pay Plan/Benefit adjustments  | \$108,400       |
| • Non-recurring adjustment for Automated Victim Notification System (VINE) start-up costs FY 02 | -22,250         |
| • 800 MHz Radio System  | 13,100          |
| • Information Systems billings  | 15,093          |
| • Telecommunication net adjustment  | -19,740         |
| <b>Total</b>  | <b>\$94,603</b> |

## Overview

### ADMINISTRATIVE DIVISION

The Administrative Division is responsible for all activities necessary to support the mission of the office. These duties include Metro, State, and Federal financial management, purchasing, human resources, facilities management, network and PC support, special project support, the development and implementation of strategic and operational plans of the Metropolitan Government, State of Tennessee, and the Federal Government.



### CRIMINAL INVESTIGATIONS

The Criminal Investigations Division is responsible for 24/7 on-call responses to assist units of the Metropolitan Police Department, Grand Jury subpoena issuance and service, Criminal Division support for witness location and investigative services including special assignments.

### CRIMINAL DIVISION

The Criminal Division represents the State of Tennessee and victims of crime in Davidson County and prosecutes all adult state warrants issued by private individuals, the Metropolitan Police Department, or warrants issued following independent investigation and grand jury presentment. This division staffs the General Sessions Courts, and all Davidson County Criminal Courts. In addition, it operates the 20<sup>th</sup> Judicial Drug Task Force, a

Special Prosecution Unit, Traffic Unit, Family Protection Unit, and a Grand Jury Preparation Unit.

**Special Operations Fraud and Economic Crimes Prosecution Act (FECPA) Fund 30103** (T.C.A. § 40-3-201 et seq.) provides the District Attorney General of this State the resources necessary to deal effectively with fraud, and other economic crimes, and to provide a means for obtaining restitution in bad check cases prior to the institution of formal criminal charges. Expenditures subject to limitations under T.C.A. § 40-3-209(b), the use of any monies collected under the provision of this part shall be at the discretion of the District Attorney General.

**Special Operations DA Investigations Fund 30104** accounts for the non-salary costs of ongoing confidential criminal investigations carried out in cooperation with other State and Federal law enforcement agencies. These costs are supported by shared proceeds of forfeited funds, distributed by the US Department of Justice, and the Department of the Treasury in accordance with 210USC 881 and DAG-71. The nature of the investigations and activities of this unit are confidential.

**Special Operations Metro Major Drug Enforcement Program (MMDEP) Fund 30101** has an Assistant District Attorney General assigned to the unit who assists and coordinates with Metro Police Investigators in the identification of appropriate targets, and in the development of effective investigative approaches to secure the arrest and successful prosecution of targeted individuals. These activities are funded through a grant from the Department of Justice, and from confiscated money and related fines. The nature of the investigations and activities of this unit are confidential.

### JUVENILE DIVISION

The Juvenile Division represents the State of Tennessee and victims of crime in Davidson County and prosecutes all juvenile charges issued by private individuals, the Metropolitan Police Department, or independent investigation and grand jury presentment. This division also manages the intake and preparation of juvenile petitions for the Juvenile Court Judge.

### VICTIM/WITNESS SERVICES

The Victim/Witness Services administers a program designed to encourage and promote the fair and just treatment for victims of crime. Services include notification of court appearances, court preparation groups for young children, the provision of court advocates, information on criminal compensation, an elderly abuse program, and programs to assist victims at Juvenile Court.



# 19 District Attorney–Performance

| Objectives   | Performance Measures  | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|---|-------------------|--------------------|-------------------|-------------------|
| <b>CRIMINAL DIVISION</b>   |   |                   |                    |                   |                   |
| 1. Increase General Sessions and Criminal Court dispositions.  | <i>Calendar year count by Criminal Court Clerk</i><br>a. General Sessions Court disposition (offenses)<br>b. Criminal Court dispositions (defendants)   | 60,000<br>5,100   | 56,870<br>4,428    | 60,000<br>5,100   | 60,000<br>4,600   |
| 2. Reduce lag time between date-of-arrest and date-bound-over to grand jury (DOA-DBO) to average 65 days. Reduce lag time between date-bound-over and date indicted (DBO-DIN) to average 100 days. | <i>Stats per CASEAGE (MNPJ) (MAJIC) Metropolitan Administration of Justice Information Center</i><br>a. Arrest to bound over to grand jury (average days)<br>b. Bound over to indictment (average days)   | 60<br>120         | 51<br>111          | 50<br>120         | 50<br>100         |
| 3. Increase Criminal and Probate indictment filings.   | <i>Calendar year count per Office of the District Attorney</i><br>a. Criminal grand jury case filings (indictments)<br>b. Probate filings (indictments)   | 3,900<br>1,100    | 3,688<br>628       | 3,900<br>1,000    | 3,900<br>1,000    |
| 4. Increase services and support to victims of crime; provide early intervention within 72 hours of crime, and continue to make referrals to victims.  | <i>Calendar year count per Office of the District Attorney</i><br>a. Domestic violence victims (cases)<br>b. Elderly abuse victims  | 4,000<br>120      | 3,851<br>252       | 4,000<br>275      | 4,000<br>275      |
| 5. Provide services in Juvenile Court to all victims of violent crime and provide an advocate to give crises intervention and court support to youth in the criminal justice system.               | <i>Calendar year count per Office of the District Attorney</i><br>a. Number of victims of juvenile offenders that are provided with comprehensive services<br>b. Youth served by child advocates*<br>c. Non-offending parent and child participants | 450<br>300<br>60  | 624<br>203<br>56   | 700<br>210<br>60  | 700<br>210<br>60  |

## Special Operations

|   |   |    |          |          |          |
|---|---|----|----------|----------|----------|
| 1. To provide funds necessary to deal with fraud and other economic crimes. | Collection of fines under § 40-3-201 by the Criminal Court Clerk. | na | \$25,062 | \$30,000 | \$34,800 |
| 2. Provide funds for confidential investigative operations.                 | Federal funds from Forfeitures (DOJ)                              | na | 127,771  | 50,000   | 30,000   |

## Special Operations MMDEP

Actual performance only is documented for this program.

|  |                           |    |           |    |    |
|--|---------------------------|----|-----------|----|----|
| 1. Drug Task Force Arrest Statistics         | Targets' arrested         | na | 163       | na | na |
| 2. Asset seizures by MMDEP                   | Targets' assets seized    | na | \$907,922 | na | na |
| 3. Asset forfeitures by Department of Safety | Targets' assets forfeited | na | \$520,031 | na | na |

\* This includes sexual assaults in juvenile and adult court.

# 19 District Attorney–Financial

## District Attorney GSD General Fund

| EXPENSE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>OPERATING EXPENSE:</b>                        |                   |                    |                   |                   |
| <b>PERSONAL SERVICES:</b>                        |                   |                    |                   |                   |
| Salary Expense                                   | 1,837,103         | 1,750,307          | 2,137,058         | 2,231,958         |
| Fringe Benefits                                  | 563,302           | 454,282            | 576,646           | 590,146           |
| Per Diem & Other Fees                            | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL PERSONAL SERVICES</b>                   | <b>2,400,405</b>  | <b>2,204,589</b>   | <b>2,713,704</b>  | <b>2,822,104</b>  |
| <b>OTHER SERVICES:</b>                           |                   |                    |                   |                   |
| Utilities  | 0                 | 0                  | 0                 | 0                 |
| Professional Services                            | 800               | 111                | 800               | 800               |
| Purchased Services                               | 19,500            | 14,413             | 105,226           | 82,976            |
| Travel   | 46,258            | 43,903             | 62,258            | 62,258            |
| Communications                                   | 7,500             | 7,626              | 7,500             | 7,500             |
| Printing   | 5,200             | 1,943              | 5,200             | 5,200             |
| Advertising & Promotion                          | 0                 | 0                  | 0                 | 0                 |
| Subscriptions                                    | 12,500            | 20,215             | 1,642             | 1,642             |
| Tuition, Reg., & Membership Dues                 | 6,000             | 5,004              | 10,000            | 10,000            |
| Repairs & Maintenance Services                   | 3,200             | 6,965              | 3,200             | 3,200             |
| Internal Service Fees                            | 80,440            | 102,919            | 171,728           | 180,181           |
| <b>TOTAL OTHER SERVICES</b>                      | <b>181,398</b>    | <b>203,099</b>     | <b>367,554</b>    | <b>353,757</b>    |
| <b>OTHER EXPENSE:</b>                            |                   |                    |                   |                   |
| Supplies and Materials                           | 11,450            | 20,065             | 42,950            | 42,950            |
| Misc. Other Expenses & Payments                  | 0                 | 0                  | 0                 | 0                 |
| Fixed Charges                                    | 485,097           | 511,893            | 485,097           | 485,097           |
| Licenses, Permits, & Fees                        | 50                | 15                 | 50                | 50                |
| Taxes  | 0                 | 0                  | 0                 | 0                 |
| Grant Contributions & Awards                     | 1,700             | 13,693             | 1,700             | 1,700             |
| <b>TOTAL OTHER EXPENSE</b>                       | <b>498,297</b>    | <b>545,666</b>     | <b>529,797</b>    | <b>529,797</b>    |
| <b>PENSION, ANNUITY, DEBT, &amp; OTHER COSTS</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>EQUIPMENT, BUILDINGS, &amp; LAND</b>          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>SPECIAL PROJECTS</b>                          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL OPERATING EXPENSE</b>                   | <b>3,080,100</b>  | <b>2,953,354</b>   | <b>3,611,055</b>  | <b>3,705,658</b>  |
| <b>TRANSFERS TO OTHER FUNDS &amp; UNITS:</b>     | <b>42,674</b>     | <b>39,746</b>      | <b>43,984</b>     | <b>43,984</b>     |
| <b>TOTAL EXPENSE AND TRANSFERS</b>               | <b>3,122,774</b>  | <b>2,993,100</b>   | <b>3,655,039</b>  | <b>3,749,642</b>  |

# 19 District Attorney–Financial

## District Attorney GSD General Fund

| REVENUE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>PROGRAM REVENUE:</b>                          |                   |                    |                   |                   |
| <b>Charges, Commissions, &amp; Fees</b>          |                   |                    |                   |                   |
| Charges For Current Services                     | 0                 | 391                | 300               | 300               |
| Commissions and Fees                             | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Charges, Commissions, &amp; Fees</b> | <b>0</b>          | <b>391</b>         | <b>300</b>        | <b>300</b>        |
| <b>Other Governments &amp; Agencies</b>          |                   |                    |                   |                   |
| Federal Direct                                   | 0                 | 0                  | 0                 | 0                 |
| Federal Through State                            | 247,382           | 222,945            | 0                 | 90,000            |
| Federal Through Other Pass-Through               | 0                 | 0                  | 0                 | 0                 |
| State Direct                                     | 30,000            | 38,174             | 40,000            | 40,000            |
| Other Government Agencies                        | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Governments &amp; Agencies</b> | <b>277,382</b>    | <b>261,119</b>     | <b>40,000</b>     | <b>130,000</b>    |
| <b>Other Program Revenue</b>                     |                   |                    |                   |                   |
| Contributions and Gifts                          | 0                 | 0                  | 0                 | 0                 |
| Miscellaneous Revenue                            | 0                 | 0                  | 0                 | 0                 |
| Use of Money or Property                         | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Program Revenue</b>            | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL PROGRAM REVENUE</b>                     | <b>277,382</b>    | <b>261,510</b>     | <b>40,300</b>     | <b>130,300</b>    |
| <b>NON-PROGRAM REVENUE:</b>                      |                   |                    |                   |                   |
| Property Taxes                                   | 0                 | 0                  | 0                 | 0                 |
| Local Option Sales Tax                           | 0                 | 0                  | 0                 | 0                 |
| Other Taxes, Licenses, & Permits                 | 0                 | 0                  | 0                 | 0                 |
| Fines, Forfeits, & Penalties                     | 0                 | 0                  | 0                 | 0                 |
| Compensation From Property                       | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL NON-PROGRAM REVENUE</b>                 | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TRANSFERS FROM OTHER FUNDS AND UNITS:</b>     | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL REVENUE AND TRANSFERS</b>               | <b>277,382</b>    | <b>261,510</b>     | <b>40,300</b>     | <b>130,300</b>    |

# 19 District Attorney–Financial

## District Attorney Special Purpose Funds

| EXPENSE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>OPERATING EXPENSE:</b>                        |                   |                    |                   |                   |
| <b>PERSONAL SERVICES:</b>                        |                   |                    |                   |                   |
| Salary Expense                                   | 0                 | 266,710            | 0                 | 263,050           |
| Fringe Benefits                                  | 0                 | 44,955             | 0                 | 42,203            |
| Per Diem & Other Fees                            | 0                 | 27,674             | 0                 | 35,000            |
| <b>TOTAL PERSONAL SERVICES</b>                   | <b>0</b>          | <b>339,339</b>     | <b>0</b>          | <b>340,253</b>    |
| <b>OTHER SERVICES:</b>                           |                   |                    |                   |                   |
| Utilities  | 0                 | 16,044             | 0                 | 16,800            |
| Professional Services                            | 0                 | 40,998             | 0                 | 42,700            |
| Purchased Services                               | 0                 | 17,840             | 0                 | 179,080           |
| Travel   | 0                 | 33,774             | 0                 | 32,000            |
| Communications                                   | 0                 | 15,148             | 0                 | 16,690            |
| Printing   | 0                 | 81                 | 0                 | 200               |
| Advertising & Promotion                          | 0                 | 8,457              | 0                 | 1,000             |
| Subscriptions                                    | 0                 | 25,903             | 0                 | 0                 |
| Tuition, Reg., & Membership Dues                 | 0                 | 9,852              | 0                 | 15,000            |
| Repairs & Maintenance Services                   | 0                 | 32,148             | 0                 | 17,000            |
| Internal Service Fees                            | 0                 | 124,925            | 0                 | 109,967           |
| <b>TOTAL OTHER SERVICES</b>                      | <b>0</b>          | <b>325,170</b>     | <b>0</b>          | <b>430,437</b>    |
| <b>OTHER EXPENSE:</b>                            |                   |                    |                   |                   |
| Supplies and Materials                           | 0                 | 149,396            | 0                 | 62,600            |
| Misc. Other Expenses & Payments                  | 0                 | 0                  | 0                 | 0                 |
| Fixed Charges                                    | 0                 | 10,823             | 0                 | 8,600             |
| Licenses, Permits, & Fees                        | 0                 | 2,007              | 0                 | 1,705             |
| Taxes  | 0                 | 0                  | 0                 | 0                 |
| Grant Contributions & Awards                     | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL OTHER EXPENSE</b>                       | <b>0</b>          | <b>162,226</b>     | <b>0</b>          | <b>72,905</b>     |
| <b>PENSION, ANNUITY, DEBT, &amp; OTHER COSTS</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>EQUIPMENT, BUILDINGS, &amp; LAND</b>          | <b>0</b>          | <b>273,995</b>     | <b>0</b>          | <b>140,000</b>    |
| <b>SPECIAL PROJECTS</b>                          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL OPERATING EXPENSE</b>                   | <b>0</b>          | <b>1,100,730</b>   | <b>0</b>          | <b>983,595</b>    |
| <b>TRANSFERS TO OTHER FUNDS &amp; UNITS:</b>     | <b>0</b>          | <b>45,094</b>      | <b>0</b>          | <b>0</b>          |
| <b>TOTAL EXPENSE AND TRANSFERS</b>               | <b>0</b>          | <b>1,145,824</b>   | <b>0</b>          | <b>983,595</b>    |

# 19 District Attorney–Financial

## District Attorney Special Purpose Funds

| REVENUE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>PROGRAM REVENUE:</b>                          |                   |                    |                   |                   |
| <b>Charges, Commissions, &amp; Fees</b>          |                   |                    |                   |                   |
| Charges For Current Services                     | 0                 | 0                  | 0                 | 0                 |
| Commissions and Fees                             | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Charges, Commissions, &amp; Fees</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>Other Governments &amp; Agencies</b>          |                   |                    |                   |                   |
| Federal Direct                                   | 0                 | 138,200            | 0                 | 0                 |
| Federal Through State                            | 0                 | 0                  | 0                 | 0                 |
| Federal Through Other Pass-Through               | 0                 | 0                  | 0                 | 0                 |
| State Direct                                     | 0                 | 0                  | 0                 | 0                 |
| Other Government Agencies                        | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Governments &amp; Agencies</b> | <b>0</b>          | <b>138,200</b>     | <b>0</b>          | <b>0</b>          |
| <b>Other Program Revenue</b>                     |                   |                    |                   |                   |
| Contributions and Gifts                          | 0                 | 0                  | 0                 | 0                 |
| Miscellaneous Revenue                            | 0                 | 0                  | 0                 | 0                 |
| Use of Money or Property                         | 0                 | 264,140            | 0                 | 0                 |
| <b>Subtotal Other Program Revenue</b>            | <b>0</b>          | <b>264,140</b>     | <b>0</b>          | <b>0</b>          |
| <b>TOTAL PROGRAM REVENUE</b>                     | <b>0</b>          | <b>402,340</b>     | <b>0</b>          | <b>0</b>          |
| <b>NON-PROGRAM REVENUE:</b>                      |                   |                    |                   |                   |
| Property Taxes                                   | 0                 | 0                  | 0                 | 0                 |
| Local Option Sales Tax                           | 0                 | 0                  | 0                 | 0                 |
| Other Taxes, Licenses, & Permits                 | 0                 | 0                  | 0                 | 0                 |
| Fines, Forfeits, & Penalties                     | 0                 | 531,984            | 0                 | 568,050           |
| Compensation From Property                       | 0                 | 257,928            | 0                 | 246,750           |
| <b>TOTAL NON-PROGRAM REVENUE</b>                 | <b>0</b>          | <b>789,912</b>     | <b>0</b>          | <b>814,800</b>    |
| <b>TRANSFERS FROM OTHER FUNDS AND UNITS:</b>     | <b>0</b>          | <b>19,777</b>      | <b>0</b>          | <b>0</b>          |
| <b>TOTAL REVENUE AND TRANSFERS</b>               | <b>0</b>          | <b>1,212,029</b>   | <b>0</b>          | <b>814,800</b>    |

# 19 District Attorney–Financial

**Reminder:** Some classifications were deleted and new classifications (class number 10000 and above) were added to implement the 2002 Reclassification Study & Pay Plan. Many of the class changes from FY 2001 to FY 2002 were due to implementing that Study.

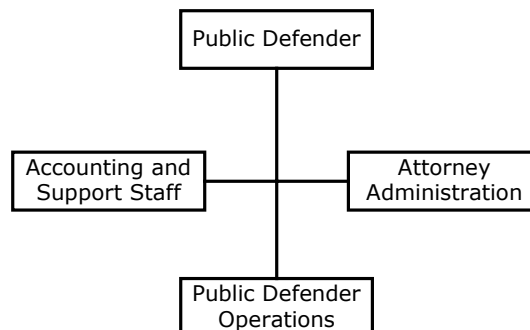
|   |              |      | FY 2001          |                 | FY 2002          |                 | FY 2003          |                 |
|---|--------------|------|------------------|-----------------|------------------|-----------------|------------------|-----------------|
| <u>Class</u>                                      | <u>Grade</u> |      | <u>Bud. Pos.</u> | <u>Bud. FTE</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> |
| <b>19 District Attorney – GSD Fund 10101</b>      |              |      |                  |                 |                  |                 |                  |                 |
| Admin Services Mgr                                | 7242         | SR13 | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Admin Services Officer 2                          | 7243         | GS07 | 0                | 0.0             | 0                | 0.0             | 0                | 0.0             |
| Admin Services Officer 3                          | 7244         | GS09 | 1                | 1.0             | 1                | 1.0             | 0                | 0.0             |
| Admin Services Officer 4                          | 7245         | SR12 | 2                | 2.0             | 1                | 1.0             | 1                | 1.0             |
| Assistant DA                                      | 0390         | NS   | 29               | 29.0            | 28               | 28.0            | 29               | 29.0            |
| Criminal Investigator                             | 7279         | SR09 | 4                | 4.0             | 4                | 4.0             | 4                | 4.0             |
| District Attorney Gen                             | 1684         | EL   | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Finance Manager                                   | 6232         | SR14 | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Finance Officer 3                                 | 10152        | SR12 | 0                | 0.0             | 0                | 0.0             | 1                | 1.0             |
| Legal Secretary 1                                 | 2870         | SR07 | 7                | 7.0             | 6                | 6.0             | 8                | 8.0             |
| Legal Secretary 2                                 | 7322         | SR08 | 3                | 3.0             | 2                | 2.0             | 3                | 3.0             |
| Office Assistant 1                                | 7747         | GS03 | 2                | 2.0             | 3                | 3.0             | 0                | 0.0             |
| Office Assistant 2                                | 7748         | GS04 | 2                | 2.0             | 4                | 4.0             | 0                | 0.0             |
| Office Assistant 2                                | 10121        | SR05 | 0                | 0.0             | 0                | 0.0             | 5                | 5.0             |
| Office Assistant 3                                | 7749         | GS05 | 1                | 1.0             | 0                | 0.0             | 0                | 0.0             |
| Office Assistant 3                                | 10122        | SR06 | 0                | 0.0             | 0                | 0.0             | 5                | 5.0             |
| Paralegal   | 7343         | SR08 | 0                | 0.0             | 0                | 0.0             | 2                | 2.0             |
| Paralegal 1                                       | 7073         | SR08 | 4                | 4.0             | 3                | 3.0             | 0                | 0.0             |
| Program Coordinator                               | 6034         | SR09 | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Program Manager 1                                 | 7376         | GS10 | 1                | 1.0             | 0                | 0.0             | 0                | 0.0             |
| Program Specialist 2                              | 7379         | SR08 | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Program Supervisor                                | 7381         | SR10 | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Secretary 1                                       | 0060         | GS05 | 5                | 5.0             | 6                | 6.0             | 0                | 0.0             |
| Social Work Associate                             | 1820         | SR07 | 4                | 4.0             | 0                | 0.0             | 0                | 0.0             |
| Social Worker                                     | 4949         | SR08 | 7                | 7.0             | 8                | 8.0             | 8                | 8.0             |
| Sr Asst. District Attorney                        | 4406         | NS   | 8                | 8.0             | 8                | 8.0             | 8                | 8.0             |
| Sr. Social Worker                                 | 4835         | SR10 | 0                | 0.0             | 1                | 1.0             | 1                | 1.0             |
| <b>Total Positions &amp; FTE</b>                  |              |      | <b>86</b>        | <b>86.0</b>     | <b>81</b>        | <b>81.0</b>     | <b>81</b>        | <b>81.0</b>     |
| <b>Fund 32000 Grants</b>                          |              |      |                  |                 |                  |                 |                  |                 |
| <b>19300100 – Byrne FastTrack Grant</b>           |              |      |                  |                 |                  |                 |                  |                 |
| Assistant DA                                      | 0390         | NS   | 0                | 0.0             | 2                | 2.0             | 2                | 2.0             |
|   |              |      | <b>0</b>         | <b>0.0</b>      | <b>2</b>         | <b>2.0</b>      | <b>2</b>         | <b>2.0</b>      |
| <b>19300110 – DA Family VOCA Grant</b>            |              |      |                  |                 |                  |                 |                  |                 |
| Social Worker                                     | 4949         | SR08 | 0                | 0.0             | 2                | 2.0             | 2                | 2.0             |
|   |              |      | <b>0</b>         | <b>0</b>        | <b>2</b>         | <b>2.0</b>      | <b>2</b>         | <b>2.0</b>      |
| <b>19300120 – DA Community Diversity Advocate</b> |              |      |                  |                 |                  |                 |                  |                 |
| Seasonal Part-time                                | 9020         | NS   | 0                | 0.0             | 0                | 0.0             | 1                | 0.6             |
| Social Worker                                     | 4949         | SR08 | 2                | 1.5             | 2                | 1.5             | 1                | 1.0             |
|   |              |      | <b>2</b>         | <b>2</b>        | <b>2</b>         | <b>1.5</b>      | <b>2</b>         | <b>1.6</b>      |
| <b>Total 10101 and 32000 Funds</b>                |              |      | <b>88.0</b>      | <b>87.5</b>     | <b>87.0</b>      | <b>86.5</b>     | <b>87.0</b>      | <b>86.6</b>     |



## 21 Public Defender–At a Glance

| <b>Vision</b>                      | To ensure that every client will receive high quality and zealous representation without regard to their economic or social situation and without regard to the nature of the accusation against them.  |                           |                           |   |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |           |           |           |                       |   |   |   |                              |                           |                           |                           |                     |   |   |   |           |   |   |   |                       |                           |                           |                           |  |  |  |
|------------------------------------|---|---------------------------|---------------------------|---|----------------|------------------------------------|--|--|--|------------------|-------------|-------------|-------------|-----------------------|---|---|---|---------------------------|---------------------------|---------------------------|---------------------------|--------------------------------|--|--|--|------------------------------|-----|-----|-----|-------------------|-----------|-----------|-----------|-----------------------|---|---|---|------------------------------|---------------------------|---------------------------|---------------------------|---------------------|---|---|---|-----------|---|---|---|-----------------------|---------------------------|---------------------------|---------------------------|--|--|--|
| <b>Mission</b>                     | To provide zealous representation and to fight for equal justice for the indigent accused, in accordance with the United States Supreme Court mandate and the Metropolitan Government of Nashville and Davidson County Charter.   |                           |                           |   |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |           |           |           |                       |   |   |   |                              |                           |                           |                           |                     |   |   |   |           |   |   |   |                       |                           |                           |                           |  |  |  |
| <b>Budget Summary</b>              | <table><thead><tr><th></th><th><u>2000-01</u></th><th><u>2001-02</u></th><th><u>2002-03</u></th></tr></thead><tbody><tr><td><b>Expenditures and Transfers:</b></td><td></td><td></td><td></td></tr><tr><td>GSD General Fund</td><td>\$3,488,707</td><td>\$3,889,238</td><td>\$3,441,211</td></tr><tr><td>Special purpose funds</td><td>0</td><td>0</td><td>0</td></tr><tr><td><b>Total Expenditures</b></td><td><u><b>\$3,488,707</b></u></td><td><u><b>\$3,889,238</b></u></td><td><u><b>\$4,441,211</b></u></td></tr><tr><td><b>Revenues and Transfers:</b></td><td></td><td></td><td></td></tr><tr><td>Charges, Commissions, &amp; Fees</td><td>\$0</td><td>\$0</td><td>\$0</td></tr><tr><td>Other Governments</td><td>1,287,800</td><td>1,320,700</td><td>1,344,200</td></tr><tr><td>Other Program Revenue</td><td>0</td><td>0</td><td>0</td></tr><tr><td><b>Total Program Revenue</b></td><td><u><b>\$1,287,800</b></u></td><td><u><b>\$1,320,700</b></u></td><td><u><b>\$1,344,200</b></u></td></tr><tr><td>Non-program Revenue</td><td>0</td><td>0</td><td>0</td></tr><tr><td>Transfers</td><td>0</td><td>0</td><td>0</td></tr><tr><td><b>Total Revenues</b></td><td><u><b>\$1,287,800</b></u></td><td><u><b>\$1,320,700</b></u></td><td><u><b>\$1,344,200</b></u></td></tr></tbody></table> |                           | <u>2000-01</u>            | <u>2001-02</u>  | <u>2002-03</u> | <b>Expenditures and Transfers:</b> |  |  |  | GSD General Fund | \$3,488,707 | \$3,889,238 | \$3,441,211 | Special purpose funds | 0 | 0 | 0 | <b>Total Expenditures</b> | <u><b>\$3,488,707</b></u> | <u><b>\$3,889,238</b></u> | <u><b>\$4,441,211</b></u> | <b>Revenues and Transfers:</b> |  |  |  | Charges, Commissions, & Fees | \$0 | \$0 | \$0 | Other Governments | 1,287,800 | 1,320,700 | 1,344,200 | Other Program Revenue | 0 | 0 | 0 | <b>Total Program Revenue</b> | <u><b>\$1,287,800</b></u> | <u><b>\$1,320,700</b></u> | <u><b>\$1,344,200</b></u> | Non-program Revenue | 0 | 0 | 0 | Transfers | 0 | 0 | 0 | <b>Total Revenues</b> | <u><b>\$1,287,800</b></u> | <u><b>\$1,320,700</b></u> | <u><b>\$1,344,200</b></u> |  |  |  |
|                                    | <u>2000-01</u>  | <u>2001-02</u>            | <u>2002-03</u>            |   |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |           |           |           |                       |   |   |   |                              |                           |                           |                           |                     |   |   |   |           |   |   |   |                       |                           |                           |                           |  |  |  |
| <b>Expenditures and Transfers:</b> |   |                           |                           |   |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |           |           |           |                       |   |   |   |                              |                           |                           |                           |                     |   |   |   |           |   |   |   |                       |                           |                           |                           |  |  |  |
| GSD General Fund                   | \$3,488,707   | \$3,889,238               | \$3,441,211               |   |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |           |           |           |                       |   |   |   |                              |                           |                           |                           |                     |   |   |   |           |   |   |   |                       |                           |                           |                           |  |  |  |
| Special purpose funds              | 0   | 0                         | 0                         |   |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |           |           |           |                       |   |   |   |                              |                           |                           |                           |                     |   |   |   |           |   |   |   |                       |                           |                           |                           |  |  |  |
| <b>Total Expenditures</b>          | <u><b>\$3,488,707</b></u>   | <u><b>\$3,889,238</b></u> | <u><b>\$4,441,211</b></u> |   |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |           |           |           |                       |   |   |   |                              |                           |                           |                           |                     |   |   |   |           |   |   |   |                       |                           |                           |                           |  |  |  |
| <b>Revenues and Transfers:</b>     |   |                           |                           |   |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |           |           |           |                       |   |   |   |                              |                           |                           |                           |                     |   |   |   |           |   |   |   |                       |                           |                           |                           |  |  |  |
| Charges, Commissions, & Fees       | \$0   | \$0                       | \$0                       |   |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |           |           |           |                       |   |   |   |                              |                           |                           |                           |                     |   |   |   |           |   |   |   |                       |                           |                           |                           |  |  |  |
| Other Governments                  | 1,287,800   | 1,320,700                 | 1,344,200                 |   |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |           |           |           |                       |   |   |   |                              |                           |                           |                           |                     |   |   |   |           |   |   |   |                       |                           |                           |                           |  |  |  |
| Other Program Revenue              | 0   | 0                         | 0                         |   |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |           |           |           |                       |   |   |   |                              |                           |                           |                           |                     |   |   |   |           |   |   |   |                       |                           |                           |                           |  |  |  |
| <b>Total Program Revenue</b>       | <u><b>\$1,287,800</b></u>   | <u><b>\$1,320,700</b></u> | <u><b>\$1,344,200</b></u> |   |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |           |           |           |                       |   |   |   |                              |                           |                           |                           |                     |   |   |   |           |   |   |   |                       |                           |                           |                           |  |  |  |
| Non-program Revenue                | 0   | 0                         | 0                         |   |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |           |           |           |                       |   |   |   |                              |                           |                           |                           |                     |   |   |   |           |   |   |   |                       |                           |                           |                           |  |  |  |
| Transfers                          | 0   | 0                         | 0                         |   |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |           |           |           |                       |   |   |   |                              |                           |                           |                           |                     |   |   |   |           |   |   |   |                       |                           |                           |                           |  |  |  |
| <b>Total Revenues</b>              | <u><b>\$1,287,800</b></u>   | <u><b>\$1,320,700</b></u> | <u><b>\$1,344,200</b></u> |   |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |           |           |           |                       |   |   |   |                              |                           |                           |                           |                     |   |   |   |           |   |   |   |                       |                           |                           |                           |  |  |  |
| <b>Positions</b>                   | Total Budgeted Positions  | 70                        | 64                        | 65  |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |           |           |           |                       |   |   |   |                              |                           |                           |                           |                     |   |   |   |           |   |   |   |                       |                           |                           |                           |  |  |  |
| <b>Contacts</b>                    | Public Defender: Ross Alderman<br>Financial Manager: Ronald K. Jackson, CPA<br><br>1235 Stahlman Building 37201   |                           |                           | email: rossalderman@jis.nashville.org<br>email: ronjackson@jis.nashville.org<br><br>Phone: 862-5730 FAX: 862-5736 |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |           |           |           |                       |   |   |   |                              |                           |                           |                           |                     |   |   |   |           |   |   |   |                       |                           |                           |                           |  |  |  |

### Organizational Structure



## 21 Public Defender–At a Glance

### Budget Highlights FY 2003

|  |                  |
|--|------------------|
| • Pay Plan/Benefit adjustments                               | \$157,200        |
| • Professional Membership Dues for Nashville Bar Association | 7,400            |
| • Training/Registration                                      | 10,000           |
| • Rent for Relocation from Stahlman Building                 | 378,000          |
| • Postal Service rates increase                              | 600              |
| • Fleet Management Consolidation net adjustment              | 1,350            |
| • Information Systems billings                               | 7,583            |
| • Background Check fees                                      | 1,000            |
| • Telecommunication net adjustment                           | -11,160          |
| Total  | <u>\$551,973</u> |

### Overview

#### PUBLIC DEFENDER OPERATIONS

The Public Defender Office operates under the authority of the Metropolitan Charter, Article III, Section 2-1-43, which states as follows:

The public defender shall render legal aid and defend only those indigent defendants who are in jail, charged with the commission of a crime and are unable to make bond, or such other defendants as a court with criminal jurisdiction shall determine to be indigent.

The Public Defender's Office represents clients in General Sessions Court, Criminal Court, Probate Court, Juvenile Court and on cases appealed to both the Court of Criminal Appeals and the Supreme Court.

The office is divided into two divisions: The Criminal Division, located at 1235 Stahlman Building and the Juvenile Division, housed at the Juvenile Justice Building, 100 Woodland Street.

The Public Defender's Office is staffed with 36 licensed attorneys who represent defendants on charges ranging from public drunkenness to first-degree murder. Because of the large number of criminal cases in Davidson County, the judges of the various courts have set a number of different court dockets at which attorneys from this office must appear daily.

## 21 Public Defender-Performance

| Objectives   | Performance Measures                                       | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|--|-------------------|--------------------|-------------------|-------------------|
| <b>PUBLIC DEFENDER</b>   |  |                   |                    |                   |                   |
| 1. Provide constitutionally effective representation to indigent criminal defendants in cost effective manner. | Annual caseload per attorney – based on total closed cases | 1,143             | 1,210              | 1,150             | 1,300             |
| 2. Provide constitutionally effective representation to indigent juvenile defendants in cost effective manner. | Annual caseload based on total cases - clients             | 2,769             | 1,801              | 2,700             | 1,600             |

## 21 Public Defender–Financial

### Public Defender GSD General Fund

| EXPENSE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>OPERATING EXPENSE:</b>                        |                   |                    |                   |                   |
| <b>PERSONAL SERVICES:</b>                        |                   |                    |                   |                   |
| Salary Expense                                   | 2,703,617         | 2,690,593          | 3,044,149         | 3,181,749         |
| Fringe Benefits                                  | 626,240           | 631,491            | 645,001           | 664,601           |
| Per Diem & Other Fees                            | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL PERSONAL SERVICES</b>                   | <b>3,329,857</b>  | <b>3,322,084</b>   | <b>3,689,150</b>  | <b>3,846,350</b>  |
| <b>OTHER SERVICES:</b>                           |                   |                    |                   |                   |
| Utilities  | 0                 | 0                  | 0                 | 0                 |
| Professional Services                            | 0                 | 1,898              | 0                 | 0                 |
| Purchased Services                               | 0                 | 0                  | 0                 | 1,000             |
| Travel   | 8,397             | 2,379              | 8,397             | 8,397             |
| Communications                                   | 0                 | 127                | 0                 | 0                 |
| Printing   | 2,800             | 4,711              | 2,800             | 2,800             |
| Advertising & Promotion                          | 0                 | 0                  | 0                 | 0                 |
| Subscriptions                                    | 6,715             | 5,313              | 2,677             | 2,677             |
| Tuition, Reg., & Membership Dues                 | 14,750            | 4,590              | 14,750            | 32,150            |
| Repairs & Maintenance Services                   | 5,000             | 5,835              | 5,000             | 5,000             |
| Internal Service Fees                            | 64,413            | 58,736             | 88,968            | 87,341            |
| <b>TOTAL OTHER SERVICES</b>                      | <b>102,075</b>    | <b>83,589</b>      | <b>122,592</b>    | <b>139,365</b>    |
| <b>OTHER EXPENSE:</b>                            |                   |                    |                   |                   |
| Supplies and Materials                           | 2,886             | 7,466              | 23,607            | 23,607            |
| Misc. Other Expenses & Payments                  | 0                 | 0                  | 0                 | 0                 |
| Fixed Charges                                    | 200               | 0                  | 200               | 378,200           |
| Licenses, Permits, & Fees                        | 108               | 274                | 108               | 108               |
| Taxes  | 0                 | 0                  | 0                 | 0                 |
| Grant Contributions & Awards                     | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL OTHER EXPENSE</b>                       | <b>3,194</b>      | <b>7,740</b>       | <b>23,915</b>     | <b>401,915</b>    |
| <b>PENSION, ANNUITY, DEBT, &amp; OTHER COSTS</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>EQUIPMENT, BUILDINGS, &amp; LAND</b>          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>SPECIAL PROJECTS</b>                          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL OPERATING EXPENSE</b>                   | <b>3,435,126</b>  | <b>3,413,413</b>   | <b>3,835,657</b>  | <b>4,387,630</b>  |
| <b>TRANSFERS TO OTHER FUNDS &amp; UNITS:</b>     | <b>53,581</b>     | <b>42,638</b>      | <b>53,581</b>     | <b>53,581</b>     |
| <b>TOTAL EXPENSE AND TRANSFERS</b>               | <b>3,488,707</b>  | <b>3,456,051</b>   | <b>3,889,238</b>  | <b>4,441,211</b>  |

# 21 Public Defender–Financial

## Public Defender GSD General Fund

| REVENUE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>PROGRAM REVENUE:</b>                          |                   |                    |                   |                   |
| <b>Charges, Commissions, &amp; Fees</b>          |                   |                    |                   |                   |
| Charges For Current Services                     | 0                 | 0                  | 0                 | 0                 |
| Commissions and Fees                             | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Charges, Commissions, &amp; Fees</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>Other Governments &amp; Agencies</b>          |                   |                    |                   |                   |
| Federal Direct                                   | 0                 | 0                  | 0                 | 0                 |
| Federal Through State                            | 0                 | 0                  | 0                 | 0                 |
| Federal Through Other Pass-Through               | 0                 | 0                  | 0                 | 0                 |
| State Direct                                     | 1,287,800         | 1,340,089          | 1,320,700         | 1,344,200         |
| Other Government Agencies                        | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Governments &amp; Agencies</b> | <b>1,287,800</b>  | <b>1,340,089</b>   | <b>1,320,700</b>  | <b>1,344,200</b>  |
| <b>Other Program Revenue</b>                     |                   |                    |                   |                   |
| Contributions and Gifts                          | 0                 | 15,602             | 0                 | 0                 |
| Miscellaneous Revenue                            | 0                 | 0                  | 0                 | 0                 |
| Use of Money or Property                         | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Program Revenue</b>            | <b>0</b>          | <b>15,602</b>      | <b>0</b>          | <b>0</b>          |
| <b>TOTAL PROGRAM REVENUE</b>                     | <b>1,287,800</b>  | <b>1,355,691</b>   | <b>1,320,700</b>  | <b>1,344,200</b>  |
| <b>NON-PROGRAM REVENUE:</b>                      |                   |                    |                   |                   |
| Property Taxes                                   | 0                 | 0                  | 0                 | 0                 |
| Local Option Sales Tax                           | 0                 | 0                  | 0                 | 0                 |
| Other Taxes, Licenses, & Permits                 | 0                 | 0                  | 0                 | 0                 |
| Fines, Forfeits, & Penalties                     | 0                 | 0                  | 0                 | 0                 |
| Compensation From Property                       | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL NON-PROGRAM REVENUE</b>                 | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TRANSFERS FROM OTHER FUNDS AND UNITS:</b>     | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL REVENUE AND TRANSFERS</b>               | <b>1,287,800</b>  | <b>1,355,691</b>   | <b>1,320,700</b>  | <b>1,344,200</b>  |

## 21 Public Defender–Financial

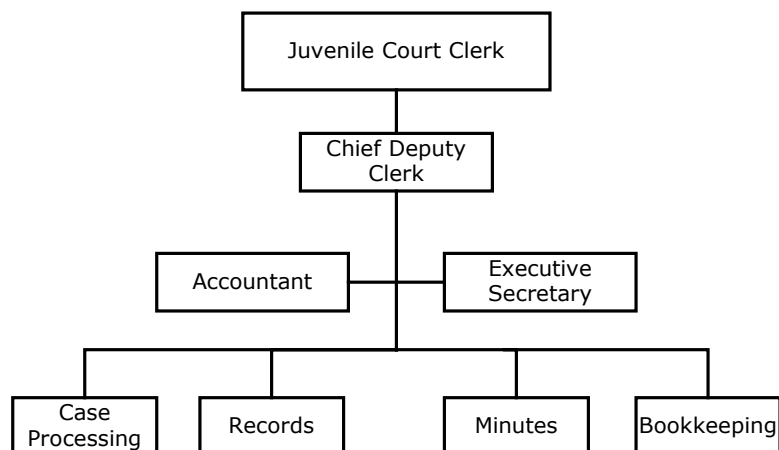
**Reminder:** Some classifications were deleted and new classifications (class number 10000 and above) were added to implement the 2002 Reclassification Study & Pay Plan. Many of the class changes from FY 2001 to FY 2002 were due to implementing that Study.

|  |              |      | 2001             |                 | FY 2002          |                 | FY 2003          |                 |
|--|--------------|------|------------------|-----------------|------------------|-----------------|------------------|-----------------|
| <u>Class</u>                               | <u>Grade</u> |      | <u>Bud. Pos.</u> | <u>Bud. FTE</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> |
| <b>21 Public Defender - GSD Fund 10101</b> |              |      |                  |                 |                  |                 |                  |                 |
| Administrative Assistant 2                 | 7241         | SR09 | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Administrative Services Manager            | 7242         | SR13 | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Assistant Public Defender                  | 10171        | PD01 | 0                | 0.0             | 0                | 0.0             | 27               | 26.5            |
| Asst Public Defender 1                     | 7249         | GS10 | 12               | 12.0            | 12               | 12.0            | 0                | 0.0             |
| Asst Public Defender 2                     | 0510         | GS12 | 13               | 12.5            | 13               | 12.5            | 0                | 0.0             |
| Asst Public Defender 3                     | 5962         | GS13 | 11               | 11.0            | 11               | 11.0            | 0                | 0.0             |
| Associate Public Defender                  | 10172        | PD02 | 0                | 0.0             | 0                | 0.0             | 9                | 9.0             |
| Criminal Invest Chief                      | 7206         | SR11 | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Criminal Investigator                      | 7279         | SR09 | 2                | 2.0             | 2                | 2.0             | 2                | 2.0             |
| Deputy Public Defender                     | 7205         | PD02 | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Law Clerk                                  | 2867         | SR08 | 4                | 2.0             | 4                | 2.0             | 4                | 2.0             |
| Legal Secretary 1                          | 2870         | SR07 | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Legal Secretary 2                          | 7322         | SR08 | 7                | 7.0             | 7                | 7.0             | 7                | 7.0             |
| Office Assistant 3                         | 7749         | GS05 | 1                | 1.0             | 1                | 1.0             | 0                | 0.0             |
| Office Manager 3                           | 7340         | GS08 | 1                | 1.0             | 1                | 1.0             | 0                | 0.0             |
| Office Support Manager                     | 10119        | SR09 | 0                | 0.0             | 0                | 0.0             | 1                | 1.0             |
| Office Support Rep 3                       | 10122        | SR06 | 0                | 0.0             | 0                | 0.0             | 1                | 1.0             |
| Paralegal 1                                | 7073         | GS07 | 2                | 2.0             | 2                | 2.0             | 0                | 0.0             |
| Paralegal                                  | 7343         | SR08 | 1                | 1.0             | 1                | 1.0             | 3                | 3.0             |
| Program Manager 2                          | 7377         | SR12 | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Public Defender                            | 3964         | PD   | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Social Worker 3                            | 4835         | SR10 | 2                | 2.0             | 2                | 2.0             | 2                | 2.0             |
| <b>Total Positions &amp; FTE</b>           |              |      | <b>63</b>        | <b>60.50</b>    | <b>63</b>        | <b>60.50</b>    | <b>63</b>        | <b>60.50</b>    |
| <b>Fund 32000 Grants</b>                   |              |      |                  |                 |                  |                 |                  |                 |
| <b>21300101 - Spanish Investigator</b>     |              |      |                  |                 |                  |                 |                  |                 |
| Criminal Investigator                      | 7279         | SR09 | 1                | 1.0             | 1                | 1.0             | 0                | 0.0             |
| <b>21301100 - Starting Point</b>           |              |      |                  |                 |                  |                 |                  |                 |
| Social Worker Sr.                          | 4835         | GS09 | 2                | 2.0             | 0                | 0.0             | 0                | 0.0             |
| <b>21301120 - Women's Center</b>           |              |      |                  |                 |                  |                 |                  |                 |
| Social Worker Sr.                          | 4835         | GS09 | 1                | 1.0             | 0                | 0.0             | 0                | 0.0             |
| <b>21301130 - Women's Treatment Ctr</b>    |              |      |                  |                 |                  |                 |                  |                 |
| Seasonal, PT                               | 9020         | N/A  | 1                | 0.2             | 0                | 0.0             | 0                | 0.0             |
| <b>21305500 - PDF LLEBG 00</b>             |              |      |                  |                 |                  |                 |                  |                 |
| Social Worker Associate                    | 7343         | SR07 | 1                | 1.0             | 0                | 0.0             | 1                | 1.0             |
| <b>21305400 - PDF LLEBG 01</b>             |              |      |                  |                 |                  |                 |                  |                 |
| Paralegal                                  | 7343         | SR08 | 1                | 1.0             | 0                | 0.0             | 1                | 1.0             |
| <b>Total 10101 and 32000 Funds</b>         |              |      | <b>70.0</b>      | <b>66.7</b>     | <b>64.0</b>      | <b>61.5</b>     | <b>65.0</b>      | <b>62.5</b>     |

## 22 Juvenile Court Clerk–At a Glance

|                                    |  |                           |                           |                       |                       |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |           |           |           |                   |   |   |   |                       |   |   |   |                              |                         |                         |                         |                     |         |         |         |           |   |   |   |                       |                         |                         |                         |  |  |  |
|------------------------------------|--|---------------------------|---------------------------|-----------------------|-----------------------|------------------------------------|--|--|--|------------------|-------------|-------------|-------------|-----------------------|---|---|---|---------------------------|---------------------------|---------------------------|---------------------------|--------------------------------|--|--|--|------------------------------|-----------|-----------|-----------|-------------------|---|---|---|-----------------------|---|---|---|------------------------------|-------------------------|-------------------------|-------------------------|---------------------|---------|---------|---------|-----------|---|---|---|-----------------------|-------------------------|-------------------------|-------------------------|--|--|--|
| <b>Vision</b>                      | The office of the Juvenile Court Clerk sees itself as a service to all citizens of Davidson County in performing our role as the Keeper of the Record of Juvenile Court.   |                           |                           |                       |                       |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |           |           |           |                   |   |   |   |                       |   |   |   |                              |                         |                         |                         |                     |         |         |         |           |   |   |   |                       |                         |                         |                         |  |  |  |
| <b>Mission</b>                     | To execute the statutory functions of the Clerk (maintaining records of the Juvenile Court; recording minutes of the Juvenile Court; accounting for and disbursing child support payments, court cost, fines, fees and restitution and contributions to the Drug Fund) with the highest level of efficiency and Customer Service possible.   |                           |                           |                       |                       |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |           |           |           |                   |   |   |   |                       |   |   |   |                              |                         |                         |                         |                     |         |         |         |           |   |   |   |                       |                         |                         |                         |  |  |  |
| <b>Budget Summary</b>              | <table><tr><td></td><td><u><b>2000-01</b></u></td><td><u><b>2001-02</b></u></td><td><u><b>2002-03</b></u></td></tr><tr><td><b>Expenditures and Transfers:</b></td><td></td><td></td><td></td></tr><tr><td>GSD General Fund</td><td>\$1,044,170</td><td>\$1,263,940</td><td>\$1,336,966</td></tr><tr><td>Special purpose funds</td><td>0</td><td>0</td><td>0</td></tr><tr><td><b>Total Expenditures</b></td><td><u><b>\$1,044,170</b></u></td><td><u><b>\$1,263,940</b></u></td><td><u><b>\$1,336,966</b></u></td></tr><tr><td><b>Revenues and Transfers:</b></td><td></td><td></td><td></td></tr><tr><td>Charges, Commissions, &amp; Fees</td><td>\$201,600</td><td>\$411,900</td><td>\$535,000</td></tr><tr><td>Other Governments</td><td>0</td><td>0</td><td>0</td></tr><tr><td>Other Program Revenue</td><td>0</td><td>0</td><td>0</td></tr><tr><td><b>Total Program Revenue</b></td><td><u><b>\$201,600</b></u></td><td><u><b>\$411,900</b></u></td><td><u><b>\$535,000</b></u></td></tr><tr><td>Non-program Revenue</td><td>159,000</td><td>249,000</td><td>225,000</td></tr><tr><td>Transfers</td><td>0</td><td>0</td><td>0</td></tr><tr><td><b>Total Revenues</b></td><td><u><b>\$360,600</b></u></td><td><u><b>\$660,900</b></u></td><td><u><b>\$760,000</b></u></td></tr></table> |                           | <u><b>2000-01</b></u>     | <u><b>2001-02</b></u> | <u><b>2002-03</b></u> | <b>Expenditures and Transfers:</b> |  |  |  | GSD General Fund | \$1,044,170 | \$1,263,940 | \$1,336,966 | Special purpose funds | 0 | 0 | 0 | <b>Total Expenditures</b> | <u><b>\$1,044,170</b></u> | <u><b>\$1,263,940</b></u> | <u><b>\$1,336,966</b></u> | <b>Revenues and Transfers:</b> |  |  |  | Charges, Commissions, & Fees | \$201,600 | \$411,900 | \$535,000 | Other Governments | 0 | 0 | 0 | Other Program Revenue | 0 | 0 | 0 | <b>Total Program Revenue</b> | <u><b>\$201,600</b></u> | <u><b>\$411,900</b></u> | <u><b>\$535,000</b></u> | Non-program Revenue | 159,000 | 249,000 | 225,000 | Transfers | 0 | 0 | 0 | <b>Total Revenues</b> | <u><b>\$360,600</b></u> | <u><b>\$660,900</b></u> | <u><b>\$760,000</b></u> |  |  |  |
|                                    | <u><b>2000-01</b></u>  | <u><b>2001-02</b></u>     | <u><b>2002-03</b></u>     |                       |                       |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |           |           |           |                   |   |   |   |                       |   |   |   |                              |                         |                         |                         |                     |         |         |         |           |   |   |   |                       |                         |                         |                         |  |  |  |
| <b>Expenditures and Transfers:</b> |  |                           |                           |                       |                       |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |           |           |           |                   |   |   |   |                       |   |   |   |                              |                         |                         |                         |                     |         |         |         |           |   |   |   |                       |                         |                         |                         |  |  |  |
| GSD General Fund                   | \$1,044,170  | \$1,263,940               | \$1,336,966               |                       |                       |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |           |           |           |                   |   |   |   |                       |   |   |   |                              |                         |                         |                         |                     |         |         |         |           |   |   |   |                       |                         |                         |                         |  |  |  |
| Special purpose funds              | 0  | 0                         | 0                         |                       |                       |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |           |           |           |                   |   |   |   |                       |   |   |   |                              |                         |                         |                         |                     |         |         |         |           |   |   |   |                       |                         |                         |                         |  |  |  |
| <b>Total Expenditures</b>          | <u><b>\$1,044,170</b></u>  | <u><b>\$1,263,940</b></u> | <u><b>\$1,336,966</b></u> |                       |                       |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |           |           |           |                   |   |   |   |                       |   |   |   |                              |                         |                         |                         |                     |         |         |         |           |   |   |   |                       |                         |                         |                         |  |  |  |
| <b>Revenues and Transfers:</b>     |  |                           |                           |                       |                       |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |           |           |           |                   |   |   |   |                       |   |   |   |                              |                         |                         |                         |                     |         |         |         |           |   |   |   |                       |                         |                         |                         |  |  |  |
| Charges, Commissions, & Fees       | \$201,600  | \$411,900                 | \$535,000                 |                       |                       |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |           |           |           |                   |   |   |   |                       |   |   |   |                              |                         |                         |                         |                     |         |         |         |           |   |   |   |                       |                         |                         |                         |  |  |  |
| Other Governments                  | 0  | 0                         | 0                         |                       |                       |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |           |           |           |                   |   |   |   |                       |   |   |   |                              |                         |                         |                         |                     |         |         |         |           |   |   |   |                       |                         |                         |                         |  |  |  |
| Other Program Revenue              | 0  | 0                         | 0                         |                       |                       |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |           |           |           |                   |   |   |   |                       |   |   |   |                              |                         |                         |                         |                     |         |         |         |           |   |   |   |                       |                         |                         |                         |  |  |  |
| <b>Total Program Revenue</b>       | <u><b>\$201,600</b></u>  | <u><b>\$411,900</b></u>   | <u><b>\$535,000</b></u>   |                       |                       |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |           |           |           |                   |   |   |   |                       |   |   |   |                              |                         |                         |                         |                     |         |         |         |           |   |   |   |                       |                         |                         |                         |  |  |  |
| Non-program Revenue                | 159,000  | 249,000                   | 225,000                   |                       |                       |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |           |           |           |                   |   |   |   |                       |   |   |   |                              |                         |                         |                         |                     |         |         |         |           |   |   |   |                       |                         |                         |                         |  |  |  |
| Transfers                          | 0  | 0                         | 0                         |                       |                       |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |           |           |           |                   |   |   |   |                       |   |   |   |                              |                         |                         |                         |                     |         |         |         |           |   |   |   |                       |                         |                         |                         |  |  |  |
| <b>Total Revenues</b>              | <u><b>\$360,600</b></u>  | <u><b>\$660,900</b></u>   | <u><b>\$760,000</b></u>   |                       |                       |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |           |           |           |                   |   |   |   |                       |   |   |   |                              |                         |                         |                         |                     |         |         |         |           |   |   |   |                       |                         |                         |                         |  |  |  |
| <b>Positions</b>                   | Total Budgeted Positions   | 26                        | 34                        | 36                    |                       |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |           |           |           |                   |   |   |   |                       |   |   |   |                              |                         |                         |                         |                     |         |         |         |           |   |   |   |                       |                         |                         |                         |  |  |  |
| <b>Contacts</b>                    | Juvenile Court Clerk: Kenny Norman<br>Financial Manager: Matt Drury<br><br>Juvenile Justice Center<br>100 Woodland Street 37213<br><br>email: N/A<br>email: mattdrury@jis.nashville.org<br><br>Phone: 862-7983      FAX: 862-7982  |                           |                           |                       |                       |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |           |           |           |                   |   |   |   |                       |   |   |   |                              |                         |                         |                         |                     |         |         |         |           |   |   |   |                       |                         |                         |                         |  |  |  |

### Organizational Structure



# 22 Juvenile Court Clerk–At a Glance

## Budget Highlights FY 2003

|   |                 |
|---|-----------------|
| • Add one Court Clerk and part-time Office Support Representative to address increased workload on additional dockets | \$29,900        |
| • Pay/Plan benefit adjustments  | 40,000          |
| • Elected Official salary TCA increase  | 1,800           |
| • Information Systems billings  | 10,253          |
| • Telecommunication net adjustment  | -6,700          |
| • Fleet Management Consolidation net adjustment   | -2,227          |
| Total   | <u>\$73,026</u> |

## Overview

### EXECUTIVE SECRETARY

The Office of Executive Secretary provides overall policy, direction and support for all areas of the agency and leadership in implementation of new policies, processes, and technologies.

### CASE PROCESSING

The Case Processing Division receives and processes incoming filings, performs case data entry, and answers telephone and in-person inquiries.

### RECORDS

The Records Division pulls and files all records for court hearings or review by other authorized personnel. It also answers record related telephone and in-person inquiries.

### MINUTES

The Minutes Division provides all in Courtroom Clerk services. Performs case outcome data entry, prepares Court Orders for signature.

### BOOKKEEPING

The Bookkeeping Division collects, accounts for, and disburses all Court related monies and answers all inquiries concerning them.



## 22 Juvenile Court Clerk–Performance

| Objectives   | Performance Measures                              | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|---|-------------------|--------------------|-------------------|-------------------|
| <b>BOOKKEEPING</b>   |   |                   |                    |                   |                   |
| 1. Increase collection of non-child support commission revenue through use of computerized information (integrated in CJIS). | a. Non-Child Support Commission revenue collected | na                | 260,000            | 585,000           | 700,000           |

NOTE: Once the Juvenile Court Clerk's Office is connected to the new CJIS system, information will become available.

# 22 Juvenile Court Clerk–Financial

## Juvenile Court Clerk GSD General Fund

| EXPENSE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>OPERATING EXPENSE:</b>                        |                   |                    |                   |                   |
| <b>PERSONAL SERVICES:</b>                        |                   |                    |                   |                   |
| Salary Expense                                   | 717,927           | 710,411            | 879,954           | 939,654           |
| Fringe Benefits                                  | 210,646           | 216,503            | 254,840           | 266,840           |
| Per Diem & Other Fees                            | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL PERSONAL SERVICES</b>                   | <b>928,573</b>    | <b>926,914</b>     | <b>1,134,794</b>  | <b>1,206,494</b>  |
| <b>OTHER SERVICES:</b>                           |                   |                    |                   |                   |
| Utilities  | 0                 | 0                  | 0                 | 0                 |
| Professional Services                            | 0                 | 0                  | 0                 | 0                 |
| Purchased Services                               | 0                 | 0                  | 0                 | 0                 |
| Travel   | 1,595             | 801                | 1,595             | 1,595             |
| Communications                                   | 9,068             | 10,095             | 9,068             | 9,068             |
| Printing   | 13,082            | 7,397              | 13,082            | 13,082            |
| Advertising & Promotion                          | 223               | 0                  | 223               | 223               |
| Subscriptions                                    | 64                | 0                  | 64                | 64                |
| Tuition, Reg., & Membership Dues                 | 1,385             | 635                | 1,385             | 1,385             |
| Repairs & Maintenance Services                   | 24,458            | 22,521             | 24,458            | 24,458            |
| Internal Service Fees                            | 49,327            | 36,775             | 56,674            | 58,000            |
| <b>TOTAL OTHER SERVICES</b>                      | <b>99,202</b>     | <b>78,224</b>      | <b>106,549</b>    | <b>107,875</b>    |
| <b>OTHER EXPENSE:</b>                            |                   |                    |                   |                   |
| Supplies and Materials                           | 7,924             | 5,113              | 19,924            | 19,924            |
| Misc. Other Expenses & Payments                  | 0                 | 0                  | 0                 | 0                 |
| Fixed Charges                                    | 7,971             | 0                  | 2,173             | 2,173             |
| Licenses, Permits, & Fees                        | 500               | 0                  | 500               | 500               |
| Taxes  | 0                 | 0                  | 0                 | 0                 |
| Grant Contributions & Awards                     | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL OTHER EXPENSE</b>                       | <b>16,395</b>     | <b>5,113</b>       | <b>22,597</b>     | <b>22,597</b>     |
| <b>PENSION, ANNUITY, DEBT, &amp; OTHER COSTS</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>EQUIPMENT, BUILDINGS, &amp; LAND</b>          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>SPECIAL PROJECTS</b>                          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL OPERATING EXPENSE</b>                   | <b>1,044,170</b>  | <b>1,010,251</b>   | <b>1,263,940</b>  | <b>1,336,966</b>  |
| <b>TRANSFERS TO OTHER FUNDS &amp; UNITS:</b>     | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL EXPENSE AND TRANSFERS</b>               | <b>1,044,170</b>  | <b>1,010,251</b>   | <b>1,263,940</b>  | <b>1,336,966</b>  |

# 22 Juvenile Court Clerk–Financial

## Juvenile Court Clerk GSD General Fund

| REVENUE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>PROGRAM REVENUE:</b>                          |                   |                    |                   |                   |
| <b>Charges, Commissions, &amp; Fees</b>          |                   |                    |                   |                   |
| Charges For Current Services                     | 0                 | 0                  | 0                 | 0                 |
| Commissions and Fees                             | 201,600           | 157,981            | 411,900           | 535,000           |
| <b>Subtotal Charges, Commissions, &amp; Fees</b> | <b>201,600</b>    | <b>157,981</b>     | <b>411,900</b>    | <b>535,000</b>    |
| <b>Other Governments &amp; Agencies</b>          |                   |                    |                   |                   |
| Federal Direct                                   | 0                 | 0                  | 0                 | 0                 |
| Federal Through State                            | 0                 | 0                  | 0                 | 0                 |
| Federal Through Other Pass-Through               | 0                 | 0                  | 0                 | 0                 |
| State Direct                                     | 0                 | 0                  | 0                 | 0                 |
| Other Government Agencies                        | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Governments &amp; Agencies</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>Other Program Revenue</b>                     |                   |                    |                   |                   |
| Contributions and Gifts                          | 0                 | 0                  | 0                 | 0                 |
| Miscellaneous Revenue                            | 0                 | 0                  | 0                 | 0                 |
| Use of Money or Property                         | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Program Revenue</b>            | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL PROGRAM REVENUE</b>                     | <b>201,600</b>    | <b>157,981</b>     | <b>411,900</b>    | <b>535,000</b>    |
| <b>NON-PROGRAM REVENUE:</b>                      |                   |                    |                   |                   |
| Property Taxes                                   | 0                 | 0                  | 0                 | 0                 |
| Local Option Sales Tax                           | 0                 | 0                  | 0                 | 0                 |
| Other Taxes, Licenses, & Permits                 | 0                 | 0                  | 0                 | 0                 |
| Fines, Forfeits, & Penalties                     | 159,000           | 263,264            | 249,000           | 225,000           |
| Compensation From Property                       | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL NON-PROGRAM REVENUE</b>                 | <b>159,000</b>    | <b>263,264</b>     | <b>249,000</b>    | <b>225,000</b>    |
| <b>TRANSFERS FROM OTHER FUNDS AND UNITS:</b>     | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL REVENUE AND TRANSFERS</b>               | <b>360,600</b>    | <b>421,245</b>     | <b>660,900</b>    | <b>760,000</b>    |

## 22 Juvenile Court Clerk–Financial

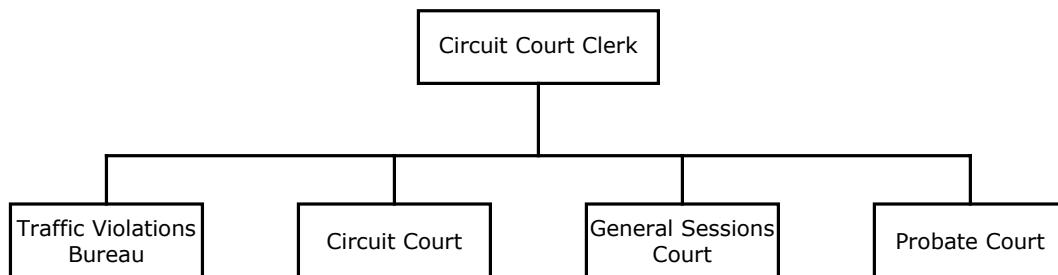
**Reminder:** Some classifications were deleted and new classifications (class number 10000 and above) were added to implement the 2002 Reclassification Study & Pay Plan. Many of the class changes from FY 2001 to FY 2002 were due to implementing that Study.

|  | Class | Grade | FY 2001   |          | FY 2002   |          | FY 2003   |          |
|--|-------|-------|-----------|----------|-----------|----------|-----------|----------|
|  |       |       | Bud. Pos. | Bud. FTE | Bud. Pos. | Bud. FTE | Bud. Pos. | Bud. FTE |
| 22 Juvenile Court Clerk - GSD Fund 10101 |       |       |           |          |           |          |           |          |
| Account Clerk 2                          | 4370  | GS04  | 1         | 1.0      | 0         | 0        | 0         | 0        |
| Account Clerk 3                          | 3730  | GS05  | 3         | 3.0      | 0         | 0        | 0         | 0        |
| Accountant 2                             | 7237  | GS07  | 1         | 1.0      | 0         | 0        | 0         | 0        |
| Chief Deputy Clerk-Juvenile Court        | 7086  | NS    | 1         | 1.0      | 1         | 1        | 1         | 1        |
| Court Clerk                              | 1340  | GS05  | 4         | 4.0      | 6         | 6        | 7         | 6.5      |
| Customer Service Rep 3                   | 7284  | GS05  | 1         | 1.0      | 0         | 0        | 0         | 0        |
| Finance Officer 1                        | 10150 | SR08  | 0         | 0.0      | 1         | 1        | 1         | 1        |
| Juvenile Court Clerk                     | 7083  | EL    | 1         | 1.0      | 1         | 1        | 1         | 1        |
| Office Assistant 1                       | 7747  | GS03  | 11        | 11.0     | 0         | 0        | 0         | 0        |
| Office Assistant 2                       | 7748  | GS04  | 1         | 1.0      | 0         | 0        | 0         | 0        |
| Office Assistant 3                       | 7749  | GS05  | 1         | 1.0      | 0         | 0        | 0         | 0        |
| Office Manager 1                         | 5956  | GS06  | 1         | 1.0      | 0         | 0        | 0         | 0        |
| Office Support Rep 1                     | 10120 | SR04  | 0         | 0.0      | 13        | 13       | 13        | 13       |
| Office Support Rep 2                     | 10121 | SR05  | 0         | 0.0      | 5         | 5        | 6         | 5.5      |
| Office Support Rep 3                     | 10122 | SR06  | 0         | 0.0      | 5         | 5        | 5         | 5        |
| Office Support Spec 1                    | 10123 | SR07  | 0         | 0.0      | 1         | 1        | 1         | 1        |
| Seasonal/Part-time/Temporary             | 9020  | NS    | 0         | 0.0      | 1         | 1        | 1         | 1        |
| Total Positions & FTE                    |       |       | 26        | 26.0     | 34.00     | 34.00    | 36        | 35       |

## 23 Circuit Court–At a Glance

|                                    |  |                           |                           |   |                |                                    |  |  |  |                  |             |             |             |                       |          |          |          |                           |                           |                           |                           |                                |  |  |  |                              |           |           |             |                   |   |   |   |                       |          |          |          |                              |                         |                         |                           |                     |           |           |           |           |          |          |          |                       |                           |                           |                           |  |  |
|------------------------------------|--|---------------------------|---------------------------|---|----------------|------------------------------------|--|--|--|------------------|-------------|-------------|-------------|-----------------------|----------|----------|----------|---------------------------|---------------------------|---------------------------|---------------------------|--------------------------------|--|--|--|------------------------------|-----------|-----------|-------------|-------------------|---|---|---|-----------------------|----------|----------|----------|------------------------------|-------------------------|-------------------------|---------------------------|---------------------|-----------|-----------|-----------|-----------|----------|----------|----------|-----------------------|---------------------------|---------------------------|---------------------------|--|--|
| <b>Vision</b>                      | The offices of the Circuit Court Clerk will utilize technological advances to improve efficiency and to offer the highest level of customer service.   |                           |                           |   |                |                                    |  |  |  |                  |             |             |             |                       |          |          |          |                           |                           |                           |                           |                                |  |  |  |                              |           |           |             |                   |   |   |   |                       |          |          |          |                              |                         |                         |                           |                     |           |           |           |           |          |          |          |                       |                           |                           |                           |  |  |
| <b>Mission</b>                     | To serve the eight Circuit Courts, the Civil Division of the General Sessions Court, the Metropolitan Traffic Courts, and the public as a record keeping office; to file and maintain all records associated with Civil Court cases; to collect, disburse and report on funds according to state statutes and court orders.<br><br>The clerk’s salary is set by state law (TCA 8-14-102); deputies’ salaries are set pursuant to TCA 8-20-101.   |                           |                           |   |                |                                    |  |  |  |                  |             |             |             |                       |          |          |          |                           |                           |                           |                           |                                |  |  |  |                              |           |           |             |                   |   |   |   |                       |          |          |          |                              |                         |                         |                           |                     |           |           |           |           |          |          |          |                       |                           |                           |                           |  |  |
| <b>Budget Summary</b>              | <table><tr><td></td><td><u>2000-01</u></td><td><u>2001-02</u></td><td><u>2002-03</u></td></tr><tr><td><b>Expenditures and Transfers:</b></td><td></td><td></td><td></td></tr><tr><td>GSD General Fund</td><td>\$2,693,967</td><td>\$2,821,084</td><td>\$2,882,761</td></tr><tr><td>Special purpose funds</td><td><u>0</u></td><td><u>0</u></td><td><u>0</u></td></tr><tr><td><b>Total Expenditures</b></td><td><u><b>\$2,693,967</b></u></td><td><u><b>\$2,821,084</b></u></td><td><u><b>\$2,882,761</b></u></td></tr><tr><td><b>Revenues and Transfers:</b></td><td></td><td></td><td></td></tr><tr><td>Charges, Commissions, &amp; Fees</td><td>\$650,000</td><td>\$850,000</td><td>\$1,000,000</td></tr><tr><td>Other Governments</td><td>0</td><td>0</td><td>0</td></tr><tr><td>Other Program Revenue</td><td><u>0</u></td><td><u>0</u></td><td><u>0</u></td></tr><tr><td><b>Total Program Revenue</b></td><td><u><b>\$650,000</b></u></td><td><u><b>\$850,000</b></u></td><td><u><b>\$1,000,000</b></u></td></tr><tr><td>Non-program Revenue</td><td>5,798,350</td><td>4,150,100</td><td>3,578,600</td></tr><tr><td>Transfers</td><td><u>0</u></td><td><u>0</u></td><td><u>0</u></td></tr><tr><td><b>Total Revenues</b></td><td><u><b>\$6,448,350</b></u></td><td><u><b>\$5,000,100</b></u></td><td><u><b>\$4,578,600</b></u></td></tr></table> |                           | <u>2000-01</u>            | <u>2001-02</u>  | <u>2002-03</u> | <b>Expenditures and Transfers:</b> |  |  |  | GSD General Fund | \$2,693,967 | \$2,821,084 | \$2,882,761 | Special purpose funds | <u>0</u> | <u>0</u> | <u>0</u> | <b>Total Expenditures</b> | <u><b>\$2,693,967</b></u> | <u><b>\$2,821,084</b></u> | <u><b>\$2,882,761</b></u> | <b>Revenues and Transfers:</b> |  |  |  | Charges, Commissions, & Fees | \$650,000 | \$850,000 | \$1,000,000 | Other Governments | 0 | 0 | 0 | Other Program Revenue | <u>0</u> | <u>0</u> | <u>0</u> | <b>Total Program Revenue</b> | <u><b>\$650,000</b></u> | <u><b>\$850,000</b></u> | <u><b>\$1,000,000</b></u> | Non-program Revenue | 5,798,350 | 4,150,100 | 3,578,600 | Transfers | <u>0</u> | <u>0</u> | <u>0</u> | <b>Total Revenues</b> | <u><b>\$6,448,350</b></u> | <u><b>\$5,000,100</b></u> | <u><b>\$4,578,600</b></u> |  |  |
|                                    | <u>2000-01</u>   | <u>2001-02</u>            | <u>2002-03</u>            |   |                |                                    |  |  |  |                  |             |             |             |                       |          |          |          |                           |                           |                           |                           |                                |  |  |  |                              |           |           |             |                   |   |   |   |                       |          |          |          |                              |                         |                         |                           |                     |           |           |           |           |          |          |          |                       |                           |                           |                           |  |  |
| <b>Expenditures and Transfers:</b> |  |                           |                           |   |                |                                    |  |  |  |                  |             |             |             |                       |          |          |          |                           |                           |                           |                           |                                |  |  |  |                              |           |           |             |                   |   |   |   |                       |          |          |          |                              |                         |                         |                           |                     |           |           |           |           |          |          |          |                       |                           |                           |                           |  |  |
| GSD General Fund                   | \$2,693,967  | \$2,821,084               | \$2,882,761               |   |                |                                    |  |  |  |                  |             |             |             |                       |          |          |          |                           |                           |                           |                           |                                |  |  |  |                              |           |           |             |                   |   |   |   |                       |          |          |          |                              |                         |                         |                           |                     |           |           |           |           |          |          |          |                       |                           |                           |                           |  |  |
| Special purpose funds              | <u>0</u>   | <u>0</u>                  | <u>0</u>                  |   |                |                                    |  |  |  |                  |             |             |             |                       |          |          |          |                           |                           |                           |                           |                                |  |  |  |                              |           |           |             |                   |   |   |   |                       |          |          |          |                              |                         |                         |                           |                     |           |           |           |           |          |          |          |                       |                           |                           |                           |  |  |
| <b>Total Expenditures</b>          | <u><b>\$2,693,967</b></u>  | <u><b>\$2,821,084</b></u> | <u><b>\$2,882,761</b></u> |   |                |                                    |  |  |  |                  |             |             |             |                       |          |          |          |                           |                           |                           |                           |                                |  |  |  |                              |           |           |             |                   |   |   |   |                       |          |          |          |                              |                         |                         |                           |                     |           |           |           |           |          |          |          |                       |                           |                           |                           |  |  |
| <b>Revenues and Transfers:</b>     |  |                           |                           |   |                |                                    |  |  |  |                  |             |             |             |                       |          |          |          |                           |                           |                           |                           |                                |  |  |  |                              |           |           |             |                   |   |   |   |                       |          |          |          |                              |                         |                         |                           |                     |           |           |           |           |          |          |          |                       |                           |                           |                           |  |  |
| Charges, Commissions, & Fees       | \$650,000  | \$850,000                 | \$1,000,000               |   |                |                                    |  |  |  |                  |             |             |             |                       |          |          |          |                           |                           |                           |                           |                                |  |  |  |                              |           |           |             |                   |   |   |   |                       |          |          |          |                              |                         |                         |                           |                     |           |           |           |           |          |          |          |                       |                           |                           |                           |  |  |
| Other Governments                  | 0  | 0                         | 0                         |   |                |                                    |  |  |  |                  |             |             |             |                       |          |          |          |                           |                           |                           |                           |                                |  |  |  |                              |           |           |             |                   |   |   |   |                       |          |          |          |                              |                         |                         |                           |                     |           |           |           |           |          |          |          |                       |                           |                           |                           |  |  |
| Other Program Revenue              | <u>0</u>   | <u>0</u>                  | <u>0</u>                  |   |                |                                    |  |  |  |                  |             |             |             |                       |          |          |          |                           |                           |                           |                           |                                |  |  |  |                              |           |           |             |                   |   |   |   |                       |          |          |          |                              |                         |                         |                           |                     |           |           |           |           |          |          |          |                       |                           |                           |                           |  |  |
| <b>Total Program Revenue</b>       | <u><b>\$650,000</b></u>  | <u><b>\$850,000</b></u>   | <u><b>\$1,000,000</b></u> |   |                |                                    |  |  |  |                  |             |             |             |                       |          |          |          |                           |                           |                           |                           |                                |  |  |  |                              |           |           |             |                   |   |   |   |                       |          |          |          |                              |                         |                         |                           |                     |           |           |           |           |          |          |          |                       |                           |                           |                           |  |  |
| Non-program Revenue                | 5,798,350  | 4,150,100                 | 3,578,600                 |   |                |                                    |  |  |  |                  |             |             |             |                       |          |          |          |                           |                           |                           |                           |                                |  |  |  |                              |           |           |             |                   |   |   |   |                       |          |          |          |                              |                         |                         |                           |                     |           |           |           |           |          |          |          |                       |                           |                           |                           |  |  |
| Transfers                          | <u>0</u>   | <u>0</u>                  | <u>0</u>                  |   |                |                                    |  |  |  |                  |             |             |             |                       |          |          |          |                           |                           |                           |                           |                                |  |  |  |                              |           |           |             |                   |   |   |   |                       |          |          |          |                              |                         |                         |                           |                     |           |           |           |           |          |          |          |                       |                           |                           |                           |  |  |
| <b>Total Revenues</b>              | <u><b>\$6,448,350</b></u>  | <u><b>\$5,000,100</b></u> | <u><b>\$4,578,600</b></u> |   |                |                                    |  |  |  |                  |             |             |             |                       |          |          |          |                           |                           |                           |                           |                                |  |  |  |                              |           |           |             |                   |   |   |   |                       |          |          |          |                              |                         |                         |                           |                     |           |           |           |           |          |          |          |                       |                           |                           |                           |  |  |
| <b>Positions</b>                   | Total Budgeted Positions   | 65                        | 65                        | 64  |                |                                    |  |  |  |                  |             |             |             |                       |          |          |          |                           |                           |                           |                           |                                |  |  |  |                              |           |           |             |                   |   |   |   |                       |          |          |          |                              |                         |                         |                           |                     |           |           |           |           |          |          |          |                       |                           |                           |                           |  |  |
| <b>Contacts</b>                    | Circuit Court Clerk: Richard Rooker<br>Financial Manager: Michelle Sawyer<br><br>Metro Courthouse 37201  |                           |                           | email: rickyrooker@jjs.nashville.org<br>email: michellesawyer@jjs.nashville.org<br><br>Phone: 862-5181      FAX: 862-5191 |                |                                    |  |  |  |                  |             |             |             |                       |          |          |          |                           |                           |                           |                           |                                |  |  |  |                              |           |           |             |                   |   |   |   |                       |          |          |          |                              |                         |                         |                           |                     |           |           |           |           |          |          |          |                       |                           |                           |                           |  |  |

### Organizational Structure



## 23 Circuit Court–At a Glance

### Budget Highlights FY 2003

|  |                 |
|--|-----------------|
| • Pay Plan/Benefit adjustments   | \$83,200        |
| • Delete Office Support Representative<br>due to streamlining of office procedures | -29,100         |
| • 800 MHz Radio System   | 3,500           |
| • Postal Service rates increase  | 22,200          |
| • Fleet Management Consolidation net<br>adjustment                                 | -19,725         |
| • Information Systems billings   | 15,402          |
| • Telecommunication net adjustment   | -13,800         |
| Total  | <u>\$61,677</u> |

### Overview

#### TRAFFIC VIOLATIONS

The Traffic Violations Division is responsible for processing all traffic and parking tickets, and all Health Department and Codes Department violations. This office prepares and calls dockets for Traffic Court and General Sessions Court, and processes payments for violations.

#### CIRCUIT COURT CLERK

The Circuit Court Division maintains the minutes of the eight Circuit Courts. This office files civil cases, domestic

cases, condemnations and adoptions, and is responsible for maintaining trust funds, disbursing child support, alimony and garnishment payments.

#### GENERAL SESSIONS COURT

The General Sessions Court Division files and maintains three types of records: records for civil cases under \$15,000, records for orders of protection, and records for emergency committals. This office also prepares and calls, in open court, the docket for 18 civil dockets per week, and is responsible for receiving and disbursing garnishment payments on judgments.

The department pays salaries and fringe benefits from gross fees collected. Excess fees are remitted as revenue to the Metropolitan Government.

#### PROBATE COURT

The Probate Court Division records appointments of administrators and executors, probates wills, files guardianships and conservatorships, maintains trust funds, and conducts the duties of the Probate Master. The Probate Court Clerk's Office pays salaries and fringe benefits from gross fees collected. Excess fees are remitted as revenue to the Metropolitan Government.

## 23 Circuit Court Clerk–Performance

| Objectives   | Performance Measures   | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|--|-------------------|--------------------|-------------------|-------------------|
| <b>TRAFFIC VIOLATIONS</b>  |  |                   |                    |                   |                   |
| 1. Process, record and maintain all records for Metro traffic and ordinance violations in an efficient and timely manner.                | a. Moving tickets issued   | 250,000           | 189,183            | 198,000           | 190,000           |
|  | b. Parking tickets issued  | 102,000           | 97,159             | 95,000            | 90,000            |
| <b>CIRCUIT COURT AND GENERAL SESSIONS</b>  |  |                   |                    |                   |                   |
| 1. Receive and disburse promptly and efficiently court ordered child support payments and maintain official court records.               | a. Child support payments received                               | 38,000            | 22,714             | 29,000            | 18,000            |
|  | b. Child support checks issued                                   | 39,000            | 23,079             | 30,000            | 19,000            |
|  | c. Turnaround between receipt and disbursement of child support: |                   |                    |                   |                   |
|  | Cashier's checks/money orders                                    | <1 day            | 1 day              | 1 day             | 1 day             |
|  | Wage assignments   | <1 day            | 1 day              | 1 day             | 1 day             |
|  | Personal checks  | 10 days           | 10 days            | 10 days           | 10 days           |
| 2. File efficiently and maintain all records in civil and domestic cases for the Circuit Courts and the General Sessions Civil Division. | a. Cases filed in Circuit Court                                  | 9,300             | 9,844              | 8,700             | 9,000             |
|  | b. Child support payments received                               | 38,000            | 22,714             | 29,000            | 18,000            |
|  | c. Child support checks issued                                   | 39,000            | 23,079             | 30,000            | 19,000            |
|  | d. Cases filed in General Sessions Civil Division                | 32,250            | 39,213             | 32,000            | 40,000            |
| <b>PROBATE COURT</b>   |  |                   |                    |                   |                   |
| 1. File efficiently and maintain all records regarding cases for the Probate Court.  | Cases filed in Probate Court                                     | 1,900             | 1,976              | 1,900             | 1,900             |

## 23 Circuit Court Clerk–Financial

### Circuit Court Clerk GSD General Fund

| EXPENSE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>OPERATING EXPENSE:</b>                        |                   |                    |                   |                   |
| <b>PERSONAL SERVICES:</b>                        |                   |                    |                   |                   |
| Salary Expense                                   | 1,860,974         | 4,394,822          | 1,956,123         | 2,006,123         |
| Fringe Benefits                                  | 523,864           | 1,177,192          | 537,000           | 541,100           |
| Per Diem & Other Fees                            | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL PERSONAL SERVICES</b>                   | <b>2,384,838</b>  | <b>5,572,014</b>   | <b>2,493,123</b>  | <b>2,547,223</b>  |
| <b>OTHER SERVICES:</b>                           |                   |                    |                   |                   |
| Utilities  | 0                 | 0                  | 0                 | 0                 |
| Professional Services                            | 0                 | 0                  | 0                 | 0                 |
| Purchased Services                               | 5,300             | 4,393              | 4,150             | 4,150             |
| Travel   | 0                 | 0                  | 0                 | 0                 |
| Communications                                   | 57,400            | 36,797             | 52,282            | 52,282            |
| Printing   | 54,215            | 37,158             | 56,065            | 56,065            |
| Advertising & Promotion                          | 0                 | 0                  | 0                 | 0                 |
| Subscriptions                                    | 2,206             | 2,824              | 3,006             | 3,006             |
| Tuition, Reg., & Membership Dues                 | 320               | 75                 | 395               | 395               |
| Repairs & Maintenance Services                   | 25,824            | 27,569             | 28,350            | 28,350            |
| Internal Service Fees                            | 147,180           | 167,301            | 149,963           | 157,540           |
| <b>TOTAL OTHER SERVICES</b>                      | <b>292,445</b>    | <b>276,117</b>     | <b>294,211</b>    | <b>301,788</b>    |
| <b>OTHER EXPENSE:</b>                            |                   |                    |                   |                   |
| Supplies and Materials                           | 15,720            | 407,028            | 32,736            | 32,736            |
| Misc. Other Expenses & Payments                  | 214               | 0                  | 214               | 214               |
| Fixed Charges                                    | 750               | 775                | 800               | 800               |
| Licenses, Permits, & Fees                        | 0                 | 0                  | 0                 | 0                 |
| Taxes  | 0                 | 0                  | 0                 | 0                 |
| Grant Contributions & Awards                     | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL OTHER EXPENSE</b>                       | <b>16,684</b>     | <b>407,803</b>     | <b>33,750</b>     | <b>33,750</b>     |
| <b>PENSION, ANNUITY, DEBT, &amp; OTHER COSTS</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>EQUIPMENT, BUILDINGS, &amp; LAND</b>          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>SPECIAL PROJECTS</b>                          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL OPERATING EXPENSE</b>                   | <b>2,693,967</b>  | <b>6,255,934</b>   | <b>2,821,084</b>  | <b>2,882,761</b>  |
| <b>TRANSFERS TO OTHER FUNDS &amp; UNITS:</b>     | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL EXPENSE AND TRANSFERS</b>               | <b>2,693,967</b>  | <b>6,255,934</b>   | <b>2,821,084</b>  | <b>2,882,761</b>  |



# 23 Circuit Court Clerk–Financial

Circuit Court Clerk  
GSD General Fund

| REVENUE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>PROGRAM REVENUE:</b>                          |                   |                    |                   |                   |
| <b>Charges, Commissions, &amp; Fees</b>          |                   |                    |                   |                   |
| Charges For Current Services                     | 0                 | 0                  | 0                 | 0                 |
| Commissions and Fees                             | 650,000           | 4,734,850          | 850,000           | 1,000,000         |
| <b>Subtotal Charges, Commissions, &amp; Fees</b> | <b>650,000</b>    | <b>4,734,850</b>   | <b>850,000</b>    | <b>1,000,000</b>  |
| <b>Other Governments &amp; Agencies</b>          |                   |                    |                   |                   |
| Federal Direct                                   | 0                 | 0                  | 0                 | 0                 |
| Federal Through State                            | 0                 | 0                  | 0                 | 0                 |
| Federal Through Other Pass-Through               | 0                 | 0                  | 0                 | 0                 |
| State Direct                                     | 0                 | 0                  | 0                 | 0                 |
| Other Government Agencies                        | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Governments &amp; Agencies</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>Other Program Revenue</b>                     |                   |                    |                   |                   |
| Contributions and Gifts                          | 0                 | 0                  | 0                 | 0                 |
| Miscellaneous Revenue                            | 0                 | 0                  | 0                 | 0                 |
| Use of Money or Property                         | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Program Revenue</b>            | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL PROGRAM REVENUE</b>                     | <b>650,000</b>    | <b>4,734,850</b>   | <b>850,000</b>    | <b>1,000,000</b>  |
| <b>NON-PROGRAM REVENUE:</b>                      |                   |                    |                   |                   |
| Property Taxes                                   | 0                 | 0                  | 0                 | 0                 |
| Local Option Sales Tax                           | 0                 | 0                  | 0                 | 0                 |
| Other Taxes, Licenses, & Permits                 | 0                 | 0                  | 0                 | 0                 |
| Fines, Forfeits, & Penalties                     | 5,798,350         | 4,765,205          | 4,150,100         | 3,578,600         |
| Compensation From Property                       | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL NON-PROGRAM REVENUE</b>                 | <b>5,798,350</b>  | <b>4,765,205</b>   | <b>4,150,100</b>  | <b>3,578,600</b>  |
| <b>TRANSFERS FROM OTHER FUNDS AND UNITS:</b>     | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL REVENUE AND TRANSFERS</b>               | <b>6,448,350</b>  | <b>9,500,055</b>   | <b>5,000,100</b>  | <b>4,578,600</b>  |

## 23 Circuit Court Clerk–Financial

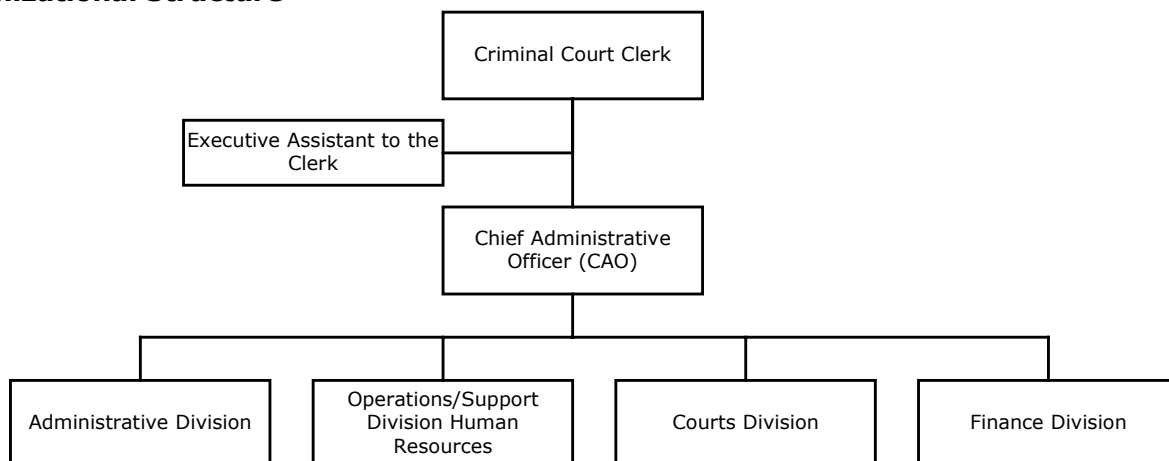
**Reminder:** Some classifications were deleted and new classifications (class number 10000 and above) were added to implement the 2002 Reclassification Study & Pay Plan. Many of the class changes from FY 2001 to FY 2002 were due to implementing that Study.

|  |              |              | FY 2001          |                 | FY 2002          |                 | FY 2003          |                 |
|--|--------------|--------------|------------------|-----------------|------------------|-----------------|------------------|-----------------|
|  | <u>Class</u> | <u>Grade</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> |
| <b>23 Circuit Court Clerk - GSD Fund 10101</b> |              |              |                  |                 |                  |                 |                  |                 |
| Account Clerk 3                                | 3730         | GS05         | 2                | 2.0             | 2                | 2.0             | 0                | 0.0             |
| Admin Services Officer 2                       | 7243         | SR08         | 2                | 2.0             | 2                | 2.0             | 2                | 2.0             |
| Admin Services Officer 3                       | 7244         | SR10         | 2                | 2.0             | 2                | 2.0             | 2                | 2.0             |
| Administrative Assistant 2                     | 7241         | SR09         | 3                | 3.0             | 3                | 3.0             | 3                | 3.0             |
| Auditor 3                                      | 3744         | GS11         | 1                | 1.0             | 1                | 1.0             | 0                | 0.0             |
| Chief Deputy Clerk-Gen Sess Court              | 1056         | NS           | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Computer Ops Shift Supv                        | 1302         | SR11         | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Court Clerk                                    | 1340         | SR06         | 7                | 7.0             | 7                | 7.0             | 7                | 7.0             |
| Data Entry Operator 1                          | 2760         | SR04         | 4                | 4.0             | 4                | 4.0             | 4                | 4.0             |
| Data Entry Operator 2                          | 4600         | SR05         | 5                | 5.0             | 5                | 5.0             | 5                | 5.0             |
| Finance Officer 3                              | 10152        | SR12         | 0                | 0.0             | 0                | 0.0             | 1                | 1.0             |
| Office Assistant 1                             | 7747         | GS03         | 14               | 14.0            | 14               | 14.0            | 0                | 0.0             |
| Office Assistant 2                             | 7748         | GS04         | 3                | 3.0             | 3                | 3.0             | 0                | 0.0             |
| Office Assistant 3                             | 7749         | GS05         | 2                | 2.0             | 2                | 2.0             | 0                | 0.0             |
| Office Support Rep 1                           | 10120        | SR04         | 0                | 0.0             | 0                | 0.0             | 13               | 13.0            |
| Office Support Rep 2                           | 10121        | SR05         | 0                | 0.0             | 0                | 0.0             | 3                | 3.0             |
| Office Support Rep 3                           | 10122        | SR06         | 0                | 0.0             | 0                | 0.0             | 4                | 4.0             |
| Steno Clerk 2                                  | 4840         | SR05         | 2                | 2.0             | 2                | 2.0             | 2                | 2.0             |
| Warrant Officer                                | 7419         | SR08         | 14               | 14.0            | 14               | 14.0            | 14               | 14.0            |
| Warrant Officer Supervisor                     | 5340         | SR09         | 2                | 2.0             | 2                | 2.0             | 2                | 2.0             |
| <b>Total Positions &amp; FTE</b>               |              |              | <b>65</b>        | <b>65</b>       | <b>65</b>        | <b>65</b>       | <b>64</b>        | <b>64</b>       |

## 24 Criminal Court Clerk–At a Glance

|                                    |   |                           |                           |                       |                       |                                    |  |  |  |                  |             |             |             |                       |          |          |          |                           |                           |                           |                           |                                |  |  |  |                              |             |             |             |                   |           |           |           |                       |          |          |          |                              |                           |                           |                           |                     |           |           |           |           |          |          |          |                       |                           |                           |                           |  |  |  |
|------------------------------------|---|---------------------------|---------------------------|-----------------------|-----------------------|------------------------------------|--|--|--|------------------|-------------|-------------|-------------|-----------------------|----------|----------|----------|---------------------------|---------------------------|---------------------------|---------------------------|--------------------------------|--|--|--|------------------------------|-------------|-------------|-------------|-------------------|-----------|-----------|-----------|-----------------------|----------|----------|----------|------------------------------|---------------------------|---------------------------|---------------------------|---------------------|-----------|-----------|-----------|-----------|----------|----------|----------|-----------------------|---------------------------|---------------------------|---------------------------|--|--|--|
| <b>Vision</b>                      | To continue to provide the people of Davidson County with a Criminal Court Clerk’s Office of which they can be proud. This being accomplished by rendering professional, courteous and efficient service in a fiscally responsible manner to all members of the community that have dealings with the Office of the Criminal Court Clerk.   |                           |                           |                       |                       |                                    |  |  |  |                  |             |             |             |                       |          |          |          |                           |                           |                           |                           |                                |  |  |  |                              |             |             |             |                   |           |           |           |                       |          |          |          |                              |                           |                           |                           |                     |           |           |           |           |          |          |          |                       |                           |                           |                           |  |  |  |
| <b>Mission</b>                     | To serve the courts having criminal jurisdiction, to be responsible for all records generated from arrest through disposal of charges on state warrants or indictments, and as an elective office, to serve the legal, financial, and public communities by rendering service in an efficient manner.   |                           |                           |                       |                       |                                    |  |  |  |                  |             |             |             |                       |          |          |          |                           |                           |                           |                           |                                |  |  |  |                              |             |             |             |                   |           |           |           |                       |          |          |          |                              |                           |                           |                           |                     |           |           |           |           |          |          |          |                       |                           |                           |                           |  |  |  |
| <b>Budget Summary</b>              | <table><tr><td></td><td><u><b>2000-01</b></u></td><td><u><b>2001-02</b></u></td><td><u><b>2002-03</b></u></td></tr><tr><td><b>Expenditures and Transfers:</b></td><td></td><td></td><td></td></tr><tr><td>GSD General Fund</td><td>\$3,952,391</td><td>\$4,201,889</td><td>\$4,381,132</td></tr><tr><td>Special purpose funds</td><td><u>0</u></td><td><u>0</u></td><td><u>0</u></td></tr><tr><td><b>Total Expenditures</b></td><td><u><b>\$3,952,391</b></u></td><td><u><b>\$4,201,889</b></u></td><td><u><b>\$4,381,132</b></u></td></tr><tr><td><b>Revenues and Transfers:</b></td><td></td><td></td><td></td></tr><tr><td>Charges, Commissions, &amp; Fees</td><td>\$1,334,181</td><td>\$1,609,210</td><td>\$1,210,044</td></tr><tr><td>Other Governments</td><td>1,070,250</td><td>1,277,102</td><td>1,442,174</td></tr><tr><td>Other Program Revenue</td><td><u>0</u></td><td><u>0</u></td><td><u>0</u></td></tr><tr><td><b>Total Program Revenue</b></td><td><u><b>\$2,404,431</b></u></td><td><u><b>\$2,886,312</b></u></td><td><u><b>\$2,652,218</b></u></td></tr><tr><td>Non-program Revenue</td><td>1,867,605</td><td>1,602,561</td><td>1,499,692</td></tr><tr><td>Transfers</td><td><u>0</u></td><td><u>0</u></td><td><u>0</u></td></tr><tr><td><b>Total Revenues</b></td><td><u><b>\$4,272,036</b></u></td><td><u><b>\$4,488,873</b></u></td><td><u><b>\$4,151,910</b></u></td></tr></table> |                           | <u><b>2000-01</b></u>     | <u><b>2001-02</b></u> | <u><b>2002-03</b></u> | <b>Expenditures and Transfers:</b> |  |  |  | GSD General Fund | \$3,952,391 | \$4,201,889 | \$4,381,132 | Special purpose funds | <u>0</u> | <u>0</u> | <u>0</u> | <b>Total Expenditures</b> | <u><b>\$3,952,391</b></u> | <u><b>\$4,201,889</b></u> | <u><b>\$4,381,132</b></u> | <b>Revenues and Transfers:</b> |  |  |  | Charges, Commissions, & Fees | \$1,334,181 | \$1,609,210 | \$1,210,044 | Other Governments | 1,070,250 | 1,277,102 | 1,442,174 | Other Program Revenue | <u>0</u> | <u>0</u> | <u>0</u> | <b>Total Program Revenue</b> | <u><b>\$2,404,431</b></u> | <u><b>\$2,886,312</b></u> | <u><b>\$2,652,218</b></u> | Non-program Revenue | 1,867,605 | 1,602,561 | 1,499,692 | Transfers | <u>0</u> | <u>0</u> | <u>0</u> | <b>Total Revenues</b> | <u><b>\$4,272,036</b></u> | <u><b>\$4,488,873</b></u> | <u><b>\$4,151,910</b></u> |  |  |  |
|                                    | <u><b>2000-01</b></u>   | <u><b>2001-02</b></u>     | <u><b>2002-03</b></u>     |                       |                       |                                    |  |  |  |                  |             |             |             |                       |          |          |          |                           |                           |                           |                           |                                |  |  |  |                              |             |             |             |                   |           |           |           |                       |          |          |          |                              |                           |                           |                           |                     |           |           |           |           |          |          |          |                       |                           |                           |                           |  |  |  |
| <b>Expenditures and Transfers:</b> |   |                           |                           |                       |                       |                                    |  |  |  |                  |             |             |             |                       |          |          |          |                           |                           |                           |                           |                                |  |  |  |                              |             |             |             |                   |           |           |           |                       |          |          |          |                              |                           |                           |                           |                     |           |           |           |           |          |          |          |                       |                           |                           |                           |  |  |  |
| GSD General Fund                   | \$3,952,391   | \$4,201,889               | \$4,381,132               |                       |                       |                                    |  |  |  |                  |             |             |             |                       |          |          |          |                           |                           |                           |                           |                                |  |  |  |                              |             |             |             |                   |           |           |           |                       |          |          |          |                              |                           |                           |                           |                     |           |           |           |           |          |          |          |                       |                           |                           |                           |  |  |  |
| Special purpose funds              | <u>0</u>  | <u>0</u>                  | <u>0</u>                  |                       |                       |                                    |  |  |  |                  |             |             |             |                       |          |          |          |                           |                           |                           |                           |                                |  |  |  |                              |             |             |             |                   |           |           |           |                       |          |          |          |                              |                           |                           |                           |                     |           |           |           |           |          |          |          |                       |                           |                           |                           |  |  |  |
| <b>Total Expenditures</b>          | <u><b>\$3,952,391</b></u>   | <u><b>\$4,201,889</b></u> | <u><b>\$4,381,132</b></u> |                       |                       |                                    |  |  |  |                  |             |             |             |                       |          |          |          |                           |                           |                           |                           |                                |  |  |  |                              |             |             |             |                   |           |           |           |                       |          |          |          |                              |                           |                           |                           |                     |           |           |           |           |          |          |          |                       |                           |                           |                           |  |  |  |
| <b>Revenues and Transfers:</b>     |   |                           |                           |                       |                       |                                    |  |  |  |                  |             |             |             |                       |          |          |          |                           |                           |                           |                           |                                |  |  |  |                              |             |             |             |                   |           |           |           |                       |          |          |          |                              |                           |                           |                           |                     |           |           |           |           |          |          |          |                       |                           |                           |                           |  |  |  |
| Charges, Commissions, & Fees       | \$1,334,181   | \$1,609,210               | \$1,210,044               |                       |                       |                                    |  |  |  |                  |             |             |             |                       |          |          |          |                           |                           |                           |                           |                                |  |  |  |                              |             |             |             |                   |           |           |           |                       |          |          |          |                              |                           |                           |                           |                     |           |           |           |           |          |          |          |                       |                           |                           |                           |  |  |  |
| Other Governments                  | 1,070,250   | 1,277,102                 | 1,442,174                 |                       |                       |                                    |  |  |  |                  |             |             |             |                       |          |          |          |                           |                           |                           |                           |                                |  |  |  |                              |             |             |             |                   |           |           |           |                       |          |          |          |                              |                           |                           |                           |                     |           |           |           |           |          |          |          |                       |                           |                           |                           |  |  |  |
| Other Program Revenue              | <u>0</u>  | <u>0</u>                  | <u>0</u>                  |                       |                       |                                    |  |  |  |                  |             |             |             |                       |          |          |          |                           |                           |                           |                           |                                |  |  |  |                              |             |             |             |                   |           |           |           |                       |          |          |          |                              |                           |                           |                           |                     |           |           |           |           |          |          |          |                       |                           |                           |                           |  |  |  |
| <b>Total Program Revenue</b>       | <u><b>\$2,404,431</b></u>   | <u><b>\$2,886,312</b></u> | <u><b>\$2,652,218</b></u> |                       |                       |                                    |  |  |  |                  |             |             |             |                       |          |          |          |                           |                           |                           |                           |                                |  |  |  |                              |             |             |             |                   |           |           |           |                       |          |          |          |                              |                           |                           |                           |                     |           |           |           |           |          |          |          |                       |                           |                           |                           |  |  |  |
| Non-program Revenue                | 1,867,605   | 1,602,561                 | 1,499,692                 |                       |                       |                                    |  |  |  |                  |             |             |             |                       |          |          |          |                           |                           |                           |                           |                                |  |  |  |                              |             |             |             |                   |           |           |           |                       |          |          |          |                              |                           |                           |                           |                     |           |           |           |           |          |          |          |                       |                           |                           |                           |  |  |  |
| Transfers                          | <u>0</u>  | <u>0</u>                  | <u>0</u>                  |                       |                       |                                    |  |  |  |                  |             |             |             |                       |          |          |          |                           |                           |                           |                           |                                |  |  |  |                              |             |             |             |                   |           |           |           |                       |          |          |          |                              |                           |                           |                           |                     |           |           |           |           |          |          |          |                       |                           |                           |                           |  |  |  |
| <b>Total Revenues</b>              | <u><b>\$4,272,036</b></u>   | <u><b>\$4,488,873</b></u> | <u><b>\$4,151,910</b></u> |                       |                       |                                    |  |  |  |                  |             |             |             |                       |          |          |          |                           |                           |                           |                           |                                |  |  |  |                              |             |             |             |                   |           |           |           |                       |          |          |          |                              |                           |                           |                           |                     |           |           |           |           |          |          |          |                       |                           |                           |                           |  |  |  |
| <b>Positions</b>                   | Total Budgeted Positions  | 102                       | 108                       | 94                    |                       |                                    |  |  |  |                  |             |             |             |                       |          |          |          |                           |                           |                           |                           |                                |  |  |  |                              |             |             |             |                   |           |           |           |                       |          |          |          |                              |                           |                           |                           |                     |           |           |           |           |          |          |          |                       |                           |                           |                           |  |  |  |
| <b>Contacts</b>                    | Criminal Court Clerk: David C. Torrence<br>Financial Manager: Walt Draper<br><br>309 Metro Courthouse 37201<br><br>email: davidtorrence@jjs.nashville.org<br>email: waltdraper@jjs.nashville.org<br><br>Phone: 862-5611 FAX: 862-5676<br>Web Address: www.nashville.gov/ccc   |                           |                           |                       |                       |                                    |  |  |  |                  |             |             |             |                       |          |          |          |                           |                           |                           |                           |                                |  |  |  |                              |             |             |             |                   |           |           |           |                       |          |          |          |                              |                           |                           |                           |                     |           |           |           |           |          |          |          |                       |                           |                           |                           |  |  |  |

### Organizational Structure



# 24 Criminal Court Clerk–At a Glance

## Budget Highlights FY 2003

|   |                  |
|---|------------------|
| • Pay Plan/Benefit adjustments  | \$170,400        |
| • Elected Officials Salary  | 1,800            |
| • Postage costs for Reminder Notices for delinquent Fine/Fee payments | 7,700            |
| • Department of Motor Vehicle Internet Access                         | 800              |
| • Postal Service rates increase                                       | 6,000            |
| • Fleet Management Consolidation net adjustment                       | -1,987           |
| • Information Systems billings  | 3,680            |
| • Telecommunication net adjustment                                    | -9,150           |
| Total   | <u>\$179,243</u> |

## Overview

### ADMINISTRATIVE DIVISION

The Administrative Division provides administrative and operational support to the Office.

### OPERATIONS/SUPPORT DIVISION HUMAN RESOURCES

The Operations/Support Division maintains office supplies, processes FASTnet payables and payroll, and coordinates employee training.

### COURTS DIVISION

The Court Division provides 3 levels of support: warrant and bond processing support, case processing and public service support, and in-court clerk support. This division issues arrest warrants, maintains bond records, and manages dockets, calendars, case assignments/filings, minutes of the courts, subpoenas, and jail/prison committals and releases. It maintains the records of the courts of criminal jurisdiction, including state traffic, Tennessee Wildlife Resources Association and Public Service Commission violations.

### FINANCE DIVISION

The Finance Division calculates, collects and disburses court costs and fines related to criminal cases.

## 24 Criminal Court Clerk–Performance

| Objectives   | Performance Measures            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|---------------------------------|-------------------|--------------------|-------------------|-------------------|
| <b>COURTS DIVISION</b>   |                                 |                   |                    |                   |                   |
| 1. Provide 24-hour service for issuing warrants and making bonds, serve the courts exercising criminal jurisdiction, process all paperwork from arrest through disposition, maintain records for public inquiry. | a. Bail bonds written           | 25,000            | 14,039             | 25,000            | 14,750            |
|  | b. State warrants               | 46,000            | 38,539             | 46,000            | 40,000            |
|  | c. State traffic tickets        | 21,000            | 12,245             | 21,000            | 18,000            |
|  | d. Receipts written             | 28,000            | 28,078             | 15,000            | 29,000            |
|  | e. Criminal cases filed         | 4,900             | 4,947              | 4,200             | 5,100             |
|  | f. Probate cases filed          | 600               | 453                | 400               | 450               |
| 2. Have current and accurate information available on computer (dockets, case/warrant status, new activity/court dates).   | Dispositions                    |                   |                    |                   |                   |
|  | a. Criminal courts              | 5,800             | 3,980              | 5,500             | 5,500             |
|  | b. Probate court                | 400               | 448                | 400               | 400               |
|  | c. General Session courts       | 72,000            | 56,870             | 70,000            | 65,000            |
|  | d. Record checks                | 19,000            | 24,773             | 20,000            | 22,000            |
|  | e. Expungements                 | 4,800             | 3,948              | 4,800             | 4,300             |
| <b>FINANCE DIVISION</b>  |                                 |                   |                    |                   |                   |
| 1. To maintain more consistent level of collections during trends of decreasing or level arrests by use of additional "costs due" mailings.  | a. Fines forfeits and penalties | 1.867m            | 1.717m             | 1.602m            | 1.750m            |
|  | b. Arrests by MNP               | 52,000            | 48,000             | 50,000            | 50,000            |

## 24 Criminal Court Clerk–Financial

### Criminal Court Clerk GSD General Fund

| EXPENSE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>OPERATING EXPENSE:</b>                        |                   |                    |                   |                   |
| <b>PERSONAL SERVICES:</b>                        |                   |                    |                   |                   |
| Salary Expense                                   | 2,907,909         | 2,887,564          | 3,059,459         | 3,210,259         |
| Fringe Benefits                                  | 864,220           | 772,514            | 884,452           | 905,852           |
| Per Diem & Other Fees                            | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL PERSONAL SERVICES</b>                   | <b>3,772,129</b>  | <b>3,660,078</b>   | <b>3,943,911</b>  | <b>4,116,111</b>  |
| <b>OTHER SERVICES:</b>                           |                   |                    |                   |                   |
| Utilities  | 0                 | 0                  | 0                 | 0                 |
| Professional Services                            | 3,000             | 0                  | 3,000             | 3,000             |
| Purchased Services                               | 8,700             | 7,787              | 8,445             | 8,445             |
| Travel   | 1,250             | 0                  | 1,250             | 1,250             |
| Communications                                   | 0                 | 0                  | 0                 | 0                 |
| Printing   | 7,000             | 17,585             | 14,000            | 14,000            |
| Advertising & Promotion                          | 900               | 834                | 900               | 900               |
| Subscriptions                                    | 1,300             | 959                | 1,300             | 1,300             |
| Tuition, Reg., & Membership Dues                 | 1,000             | 225                | 300               | 300               |
| Repairs & Maintenance Services                   | 6,500             | 10,148             | 10,000            | 10,000            |
| Internal Service Fees                            | 75,150            | 83,975             | 121,066           | 127,309           |
| <b>TOTAL OTHER SERVICES</b>                      | <b>104,800</b>    | <b>121,513</b>     | <b>160,261</b>    | <b>166,504</b>    |
| <b>OTHER EXPENSE:</b>                            |                   |                    |                   |                   |
| Supplies and Materials                           | 50,432            | 33,464             | 72,587            | 72,587            |
| Misc. Other Expenses & Payments                  | 0                 | 0                  | 0                 | 0                 |
| Fixed Charges                                    | 24,965            | 22,779             | 25,065            | 25,065            |
| Licenses, Permits, & Fees                        | 65                | 25                 | 65                | 865               |
| Taxes  | 0                 | 0                  | 0                 | 0                 |
| Grant Contributions & Awards                     | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL OTHER EXPENSE</b>                       | <b>75,462</b>     | <b>56,268</b>      | <b>97,717</b>     | <b>98,517</b>     |
| <b>PENSION, ANNUITY, DEBT, &amp; OTHER COSTS</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>EQUIPMENT, BUILDINGS, &amp; LAND</b>          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>SPECIAL PROJECTS</b>                          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL OPERATING EXPENSE</b>                   | <b>3,952,391</b>  | <b>3,837,859</b>   | <b>4,201,889</b>  | <b>4,381,132</b>  |
| <b>TRANSFERS TO OTHER FUNDS &amp; UNITS:</b>     | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL EXPENSE AND TRANSFERS</b>               | <b>3,952,391</b>  | <b>3,837,859</b>   | <b>4,201,889</b>  | <b>4,381,132</b>  |

## 24 Criminal Court Clerk–Financial

### Criminal Court Clerk GSD General Fund

| REVENUE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>PROGRAM REVENUE:</b>                          |                   |                    |                   |                   |
| <b>Charges, Commissions, &amp; Fees</b>          |                   |                    |                   |                   |
| Charges For Current Services                     | 0                 | 0                  | 0                 | 0                 |
| Commissions and Fees                             | 1,334,181         | 1,851,081          | 1,609,210         | 1,210,044         |
| <b>Subtotal Charges, Commissions, &amp; Fees</b> | <b>1,334,181</b>  | <b>1,851,081</b>   | <b>1,609,210</b>  | <b>1,210,044</b>  |
| <b>Other Governments &amp; Agencies</b>          |                   |                    |                   |                   |
| Federal Direct                                   | 0                 | 0                  | 0                 | 0                 |
| Federal Through State                            | 0                 | 0                  | 0                 | 0                 |
| Federal Through Other Pass-Through               | 0                 | 0                  | 0                 | 0                 |
| State Direct                                     | 1,070,250         | 1,180,869          | 1,277,102         | 1,442,174         |
| Other Government Agencies                        | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Governments &amp; Agencies</b> | <b>1,070,250</b>  | <b>1,180,869</b>   | <b>1,277,102</b>  | <b>1,442,174</b>  |
| <b>Other Program Revenue</b>                     |                   |                    |                   |                   |
| Contributions and Gifts                          | 0                 | 0                  | 0                 | 0                 |
| Miscellaneous Revenue                            | 0                 | 0                  | 0                 | 0                 |
| Use of Money or Property                         | 0                 | (136,082)          | 0                 | 0                 |
| <b>Subtotal Other Program Revenue</b>            | <b>0</b>          | <b>(136,082)</b>   | <b>0</b>          | <b>0</b>          |
| <b>TOTAL PROGRAM REVENUE</b>                     | <b>2,404,431</b>  | <b>2,895,868</b>   | <b>2,886,312</b>  | <b>2,652,218</b>  |
| <b>NON-PROGRAM REVENUE:</b>                      |                   |                    |                   |                   |
| Property Taxes                                   | 0                 | 0                  | 0                 | 0                 |
| Local Option Sales Tax                           | 0                 | 0                  | 0                 | 0                 |
| Other Taxes, Licenses, & Permits                 | 0                 | 0                  | 0                 | 0                 |
| Fines, Forfeits, & Penalties                     | 1,867,605         | 1,751,584          | 1,602,561         | 1,499,692         |
| Compensation From Property                       | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL NON-PROGRAM REVENUE</b>                 | <b>1,867,605</b>  | <b>1,751,584</b>   | <b>1,602,561</b>  | <b>1,499,692</b>  |
| <b>TRANSFERS FROM OTHER FUNDS AND UNITS:</b>     | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL REVENUE AND TRANSFERS</b>               | <b>4,272,036</b>  | <b>4,647,452</b>   | <b>4,488,873</b>  | <b>4,151,910</b>  |

## 24 Criminal Court Clerk–Financial

**Reminder:** Some classifications were deleted and new classifications (class number 10000 and above) were added to implement the 2002 Reclassification Study & Pay Plan. Many of the class changes from FY 2001 to FY 2002 were due to implementing that Study.

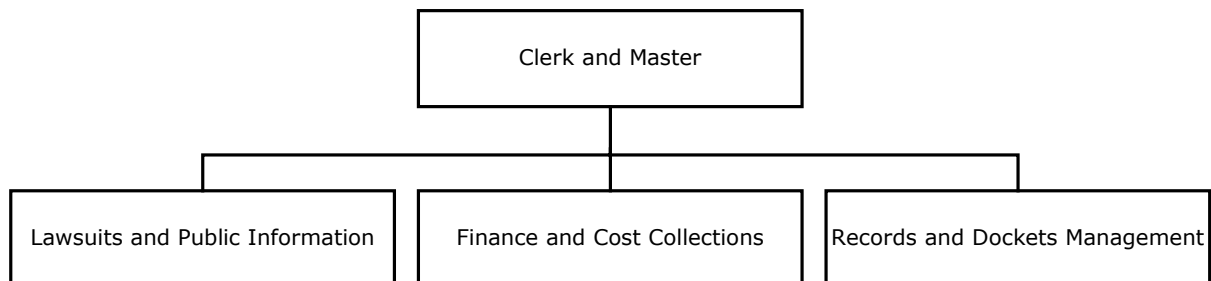
|   |              |    | FY 2001          |                 | FY 2002          |                 | FY 2003          |                 |
|---|--------------|----|------------------|-----------------|------------------|-----------------|------------------|-----------------|
| <u>Class</u>                                    | <u>Grade</u> |    | <u>Bud. Pos.</u> | <u>Bud. FTE</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> |
| <b>24 Criminal Court Clerk - GSD Fund 10101</b> |              |    |                  |                 |                  |                 |                  |                 |
| Chief Deputy Clerk-Gen Sess Court               | 1056         | NS | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Criminal Court Clerk                            | 1358         | EL | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Deputy Criminal Court Clerk 1                   | 6502         | NS | 6                | 6.0             | 6                | 6.0             | 6                | 6.0             |
| Deputy Criminal Court Clerk 2                   | 6503         | NS | 14               | 14.0            | 15               | 15.0            | 14               | 14.0            |
| Deputy Criminal Court Clerk 3                   | 6504         | NS | 17               | 17.0            | 19               | 19.0            | 16               | 16.0            |
| Deputy Criminal Court Clerk 4                   | 6505         | NS | 21               | 21.0            | 23               | 23.0            | 21               | 20.5            |
| Deputy Criminal Court Clerk 5                   | 6506         | NS | 28               | 28.0            | 34               | 34.0            | 28               | 28.0            |
| Deputy Criminal Court Clerk 6                   | 6560         | NS | 4                | 4.0             | 4                | 4.0             | 4                | 4.0             |
| Deputy Criminal Court Clerk 7                   | 6696         | NS | 10               | 9.0             | 5                | 5.0             | 3                | 3.0             |
| <b>Total Positions &amp; FTE</b>                |              |    | <b>102</b>       | <b>101.0</b>    | <b>108</b>       | <b>108.0</b>    | <b>94</b>        | <b>93.5</b>     |



## 25 Clerk and Master of the Chancery Court–At a Glance

| <b>Vision</b>                      | Excellence in the provision of all service.  |                           |                           |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |           |           |           |                   |   |   |   |                       |   |   |   |                              |                         |                         |                         |                     |         |         |         |           |   |   |   |                       |                         |                           |                           |  |  |
|------------------------------------|--|---------------------------|---------------------------|----------------|----------------|------------------------------------|--|--|--|------------------|-------------|-------------|-------------|-----------------------|---|---|---|---------------------------|---------------------------|---------------------------|---------------------------|--------------------------------|--|--|--|------------------------------|-----------|-----------|-----------|-------------------|---|---|---|-----------------------|---|---|---|------------------------------|-------------------------|-------------------------|-------------------------|---------------------|---------|---------|---------|-----------|---|---|---|-----------------------|-------------------------|---------------------------|---------------------------|--|--|
| <b>Mission</b>                     | To administer the caseload for three Chancellors including maintenance of books, records and case files; to collect and report substantial revenue from delinquent taxes and court costs; to issue process and invest funds held as trustee as an arm of the Chancery Court; to provide public records and information to citizens.  |                           |                           |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |           |           |           |                   |   |   |   |                       |   |   |   |                              |                         |                         |                         |                     |         |         |         |           |   |   |   |                       |                         |                           |                           |  |  |
| <b>Budget Summary</b>              | <table> <tr> <th></th><th><u>2000-01</u></th><th><u>2001-02</u></th><th><u>2002-03</u></th></tr> <tr> <td><b>Expenditures and Transfers:</b></td><td></td><td></td><td></td></tr> <tr> <td>GSD General Fund</td><td>\$1,145,835</td><td>\$1,248,769</td><td>\$1,303,252</td></tr> <tr> <td>Special purpose funds</td><td>0</td><td>0</td><td>0</td></tr> <tr> <td><b>Total Expenditures</b></td><td><b><u>\$1,145,835</u></b></td><td><b><u>\$1,248,769</u></b></td><td><b><u>\$1,303,252</u></b></td></tr> <tr> <td><b>Revenues and Transfers:</b></td><td></td><td></td><td></td></tr> <tr> <td>Charges, Commissions, &amp; Fees</td><td>\$719,595</td><td>\$850,000</td><td>\$842,338</td></tr> <tr> <td>Other Governments</td><td>0</td><td>0</td><td>0</td></tr> <tr> <td>Other Program Revenue</td><td>0</td><td>0</td><td>0</td></tr> <tr> <td><b>Total Program Revenue</b></td><td><b><u>\$719,595</u></b></td><td><b><u>\$850,000</u></b></td><td><b><u>\$842,338</u></b></td></tr> <tr> <td>Non-program Revenue</td><td>257,654</td><td>224,477</td><td>321,081</td></tr> <tr> <td>Transfers</td><td>0</td><td>0</td><td>0</td></tr> <tr> <td><b>Total Revenues</b></td><td><b><u>\$977,249</u></b></td><td><b><u>\$1,074,477</u></b></td><td><b><u>\$1,163,419</u></b></td></tr> </table> |                           | <u>2000-01</u>            | <u>2001-02</u> | <u>2002-03</u> | <b>Expenditures and Transfers:</b> |  |  |  | GSD General Fund | \$1,145,835 | \$1,248,769 | \$1,303,252 | Special purpose funds | 0 | 0 | 0 | <b>Total Expenditures</b> | <b><u>\$1,145,835</u></b> | <b><u>\$1,248,769</u></b> | <b><u>\$1,303,252</u></b> | <b>Revenues and Transfers:</b> |  |  |  | Charges, Commissions, & Fees | \$719,595 | \$850,000 | \$842,338 | Other Governments | 0 | 0 | 0 | Other Program Revenue | 0 | 0 | 0 | <b>Total Program Revenue</b> | <b><u>\$719,595</u></b> | <b><u>\$850,000</u></b> | <b><u>\$842,338</u></b> | Non-program Revenue | 257,654 | 224,477 | 321,081 | Transfers | 0 | 0 | 0 | <b>Total Revenues</b> | <b><u>\$977,249</u></b> | <b><u>\$1,074,477</u></b> | <b><u>\$1,163,419</u></b> |  |  |
|                                    | <u>2000-01</u>   | <u>2001-02</u>            | <u>2002-03</u>            |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |           |           |           |                   |   |   |   |                       |   |   |   |                              |                         |                         |                         |                     |         |         |         |           |   |   |   |                       |                         |                           |                           |  |  |
| <b>Expenditures and Transfers:</b> |  |                           |                           |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |           |           |           |                   |   |   |   |                       |   |   |   |                              |                         |                         |                         |                     |         |         |         |           |   |   |   |                       |                         |                           |                           |  |  |
| GSD General Fund                   | \$1,145,835  | \$1,248,769               | \$1,303,252               |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |           |           |           |                   |   |   |   |                       |   |   |   |                              |                         |                         |                         |                     |         |         |         |           |   |   |   |                       |                         |                           |                           |  |  |
| Special purpose funds              | 0  | 0                         | 0                         |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |           |           |           |                   |   |   |   |                       |   |   |   |                              |                         |                         |                         |                     |         |         |         |           |   |   |   |                       |                         |                           |                           |  |  |
| <b>Total Expenditures</b>          | <b><u>\$1,145,835</u></b>  | <b><u>\$1,248,769</u></b> | <b><u>\$1,303,252</u></b> |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |           |           |           |                   |   |   |   |                       |   |   |   |                              |                         |                         |                         |                     |         |         |         |           |   |   |   |                       |                         |                           |                           |  |  |
| <b>Revenues and Transfers:</b>     |  |                           |                           |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |           |           |           |                   |   |   |   |                       |   |   |   |                              |                         |                         |                         |                     |         |         |         |           |   |   |   |                       |                         |                           |                           |  |  |
| Charges, Commissions, & Fees       | \$719,595  | \$850,000                 | \$842,338                 |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |           |           |           |                   |   |   |   |                       |   |   |   |                              |                         |                         |                         |                     |         |         |         |           |   |   |   |                       |                         |                           |                           |  |  |
| Other Governments                  | 0  | 0                         | 0                         |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |           |           |           |                   |   |   |   |                       |   |   |   |                              |                         |                         |                         |                     |         |         |         |           |   |   |   |                       |                         |                           |                           |  |  |
| Other Program Revenue              | 0  | 0                         | 0                         |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |           |           |           |                   |   |   |   |                       |   |   |   |                              |                         |                         |                         |                     |         |         |         |           |   |   |   |                       |                         |                           |                           |  |  |
| <b>Total Program Revenue</b>       | <b><u>\$719,595</u></b>  | <b><u>\$850,000</u></b>   | <b><u>\$842,338</u></b>   |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |           |           |           |                   |   |   |   |                       |   |   |   |                              |                         |                         |                         |                     |         |         |         |           |   |   |   |                       |                         |                           |                           |  |  |
| Non-program Revenue                | 257,654  | 224,477                   | 321,081                   |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |           |           |           |                   |   |   |   |                       |   |   |   |                              |                         |                         |                         |                     |         |         |         |           |   |   |   |                       |                         |                           |                           |  |  |
| Transfers                          | 0  | 0                         | 0                         |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |           |           |           |                   |   |   |   |                       |   |   |   |                              |                         |                         |                         |                     |         |         |         |           |   |   |   |                       |                         |                           |                           |  |  |
| <b>Total Revenues</b>              | <b><u>\$977,249</u></b>  | <b><u>\$1,074,477</u></b> | <b><u>\$1,163,419</u></b> |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |           |           |           |                   |   |   |   |                       |   |   |   |                              |                         |                         |                         |                     |         |         |         |           |   |   |   |                       |                         |                           |                           |  |  |
| <b>Positions</b>                   | Total Budgeted Positions   | 22                        | 22                        |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |           |           |           |                   |   |   |   |                       |   |   |   |                              |                         |                         |                         |                     |         |         |         |           |   |   |   |                       |                         |                           |                           |  |  |
| <b>Contacts</b>                    | <div> <div> Clerk &amp; Master: Claudia Bonnyman<br/> Financial Manager: Vicki Bailey<br/><br/> 2 Metro Courthouse 37201 </div> <div> email: claudiabonnyman@jis.nashville.org<br/> email: vickibailey@jis.nashville.org<br/><br/> Phone: 862-5710    FAX: 862-5722 </div> </div>  |                           |                           |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |           |           |           |                   |   |   |   |                       |   |   |   |                              |                         |                         |                         |                     |         |         |         |           |   |   |   |                       |                         |                           |                           |  |  |

### Organizational Structure



# 25 Clerk and Master of the Chancery Court–At a Glance

## Budget Highlights FY 2003

|  |                 |
|--|-----------------|
| • Elected Official salary increase/benefits  | \$1,800         |
| • Elimination of Class 1 Deputy Clerk and Master position/benefits for unneeded position funded in FY 02 | -37,100         |
| • Training classes/Community Education for Clerk & Master employees                                      | 3,000           |
| • To conduct a management audit to examine public services and cost collection processes                 | 20,000          |
| • Software consultant's hourly pay increase  | 5,000           |
| • Pay Plan/Benefit adjustments   | 42,500          |
| • Postal Service rates increase  | 2,500           |
| • Information Systems billings   | 19,808          |
| • Telecommunication net adjustment   | -3,025          |
| Total  | <u>\$54,483</u> |

## Overview

### CLERK AND MASTER

The Clerk and Master Office serves the three elected chancellors, performs judicial duties pursuant to state law

and the Metro Charter, conducts hearings as judicial officer, and writes reports of findings to the chancellors upon referred cases.

### LAWSUITS AND PUBLIC INFORMATION

The Lawsuits and Public Information Division administers judicial dockets and calendars of over 4,000 cases annually, and accepts and serves judicial process and other court documents.

### FINANCE AND COST COLLECTIONS

The Finance and Cost Collections Division sells real estate and personal property by court order, collects court fees and costs, and deposits and remits judgments as an arm of Chancery Court.

### RECORDS AND DOCKETS MANAGEMENT

The Records and Dockets Management Division keeps and manages records of Chancery Court according to state law, administers motion and trial dockets of Chancellors, and prepares and transmits all cases on appeal.

## 25 Clerk and Master of the Chancery Ct–Performance

| Objectives  | Performance Measures  | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|---|---|-------------------|--------------------|-------------------|-------------------|
| <b>CLERK AND MASTER</b>   |   |                   |                    |                   |                   |
| 1. Accept, manage and resolve issues referred to the Clerk and Master by the Chancellors.               | Hearings/mediations concluded by the Clerk and Master                             | 60                | 60                 | 60                | 60                |
| <b>LAWSUITS AND PUBLIC INFORMATION</b>  |   |                   |                    |                   |                   |
| 1. Administer and calendar all lawsuits.  | a. Court cases filed  | 3,800             | 3,959              | 3,900             | 3,900             |
|   | b. Court cases resolved by final order  | 3,800             | 4,104              | 3,910             | 3,910             |
| <b>FINANCE AND COST COLLECTIONS</b>   |   |                   |                    |                   |                   |
| 1. Collect all court costs mandated by state statute.   | Fees/commissions collected  | \$829,160         | \$956,835          | \$850,000         | \$842,337         |
| 2. Process and manage delinquent tax lawsuit so that taxes due can be justly adjudicated and collected. | a. Delinquent taxes collected   | \$2,500,000       | \$4,058,053        | \$3,300,000       | \$4,000,000       |
|   | b. Advertised sales of real property for tax collection                           | 635               | 586                | 600               | 580               |
|   | c. Real Property parcels addressed in delinquent tax lawsuit                      | 3,000             | 3,300              | 3,500             | 3,300             |
| <b>RECORDS AND DOCKETS MANAGEMENT</b>   |   |                   |                    |                   |                   |
| 1. Serve as public information center for lawyers, public officials, litigants, judges and citizens.    | a. Copies made as requested by parties, lawyers and public officials and citizens | 210,000           | 212,000            | 210,000           | 210,000           |
|   | b. Cubic feet of permanent records maintained annually                            | 6,800             | 6,800              | 7,100             | 7,400             |
|   | c. Direct services to walk in citizens  | na                | na                 | 40,000            | 40,000            |
| 2. Prepare and transmit all cases on appeal.  | Court records prepared and transmitted on appeal                                  | 150               | 150                | 150               | 150               |

# 25 Clerk and Master of the Chancery Court–Financial

## Clerk and Master - Chancery GSD General Fund

| EXPENSE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>OPERATING EXPENSE:</b>                        |                   |                    |                   |                   |
| <b>PERSONAL SERVICES:</b>                        |                   |                    |                   |                   |
| Salary Expense                                   | 820,683           | 740,901            | 897,055           | 906,055           |
| Fringe Benefits                                  | 212,023           | 183,533            | 219,206           | 217,406           |
| Per Diem & Other Fees                            | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL PERSONAL SERVICES</b>                   | <b>1,032,706</b>  | <b>924,434</b>     | <b>1,116,261</b>  | <b>1,123,461</b>  |
| <b>OTHER SERVICES:</b>                           |                   |                    |                   |                   |
| Utilities  | 0                 | 0                  | 0                 | 0                 |
| Professional Services                            | 43,240            | 51,815             | 43,240            | 68,240            |
| Purchased Services                               | 0                 | 0                  | 0                 | 0                 |
| Travel   | 4,140             | 2,296              | 4,140             | 4,140             |
| Communications                                   | 660               | 27                 | 660               | 660               |
| Printing   | 0                 | 1,405              | 0                 | 0                 |
| Advertising & Promotion                          | 1,000             | 314                | 1,000             | 1,000             |
| Subscriptions                                    | 4,500             | 3,764              | 2,415             | 2,415             |
| Tuition, Reg., & Membership Dues                 | 3,500             | 3,081              | 3,500             | 3,500             |
| Repairs & Maintenance Services                   | 9,905             | 6,992              | 9,905             | 9,905             |
| Internal Service Fees                            | 34,955            | 30,961             | 45,052            | 64,335            |
| <b>TOTAL OTHER SERVICES</b>                      | <b>101,900</b>    | <b>100,655</b>     | <b>109,912</b>    | <b>154,195</b>    |
| <b>OTHER EXPENSE:</b>                            |                   |                    |                   |                   |
| Supplies and Materials                           | 8,838             | 8,930              | 20,205            | 20,205            |
| Misc. Other Expenses & Payments                  | 0                 | 0                  | 0                 | 0                 |
| Fixed Charges                                    | 2,291             | 1,371              | 2,291             | 2,291             |
| Licenses, Permits, & Fees                        | 100               | 20                 | 100               | 100               |
| Taxes  | 0                 | 0                  | 0                 | 0                 |
| Grant Contributions & Awards                     | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL OTHER EXPENSE</b>                       | <b>11,229</b>     | <b>10,321</b>      | <b>22,596</b>     | <b>22,596</b>     |
| <b>PENSION, ANNUITY, DEBT, &amp; OTHER COSTS</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>EQUIPMENT, BUILDINGS, &amp; LAND</b>          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>SPECIAL PROJECTS</b>                          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL OPERATING EXPENSE</b>                   | <b>1,145,835</b>  | <b>1,035,410</b>   | <b>1,248,769</b>  | <b>1,300,252</b>  |
| <b>TRANSFERS TO OTHER FUNDS &amp; UNITS:</b>     | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>3,000</b>      |
| <b>TOTAL EXPENSE AND TRANSFERS</b>               | <b>1,145,835</b>  | <b>1,035,410</b>   | <b>1,248,769</b>  | <b>1,303,252</b>  |

# 25 Clerk and Master of the Chancery Court–Financial

## Clerk and Master - Chancery GSD General Fund

| REVENUE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>PROGRAM REVENUE:</b>                          |                   |                    |                   |                   |
| <b>Charges, Commissions, &amp; Fees</b>          |                   |                    |                   |                   |
| Charges For Current Services                     | 0                 | 0                  | 0                 | 0                 |
| Commissions and Fees                             | 719,595           | 956,835            | 850,000           | 842,338           |
| <b>Subtotal Charges, Commissions, &amp; Fees</b> | <b>719,595</b>    | <b>956,835</b>     | <b>850,000</b>    | <b>842,338</b>    |
| <b>Other Governments &amp; Agencies</b>          |                   |                    |                   |                   |
| Federal Direct                                   | 0                 | 0                  | 0                 | 0                 |
| Federal Through State                            | 0                 | 0                  | 0                 | 0                 |
| Federal Through Other Pass-Through               | 0                 | 0                  | 0                 | 0                 |
| State Direct                                     | 0                 | 0                  | 0                 | 0                 |
| Other Government Agencies                        | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Governments &amp; Agencies</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>Other Program Revenue</b>                     |                   |                    |                   |                   |
| Contributions and Gifts                          | 0                 | 0                  | 0                 | 0                 |
| Miscellaneous Revenue                            | 0                 | 0                  | 0                 | 0                 |
| Use of Money or Property                         | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Program Revenue</b>            | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL PROGRAM REVENUE</b>                     | <b>719,595</b>    | <b>956,835</b>     | <b>850,000</b>    | <b>842,338</b>    |
| <b>NON-PROGRAM REVENUE:</b>                      |                   |                    |                   |                   |
| Property Taxes                                   | 178,125           | 286,634            | 178,125           | 275,500           |
| Local Option Sales Tax                           | 0                 | 0                  | 0                 | 0                 |
| Other Taxes, Licenses, & Permits                 | 0                 | 0                  | 0                 | 0                 |
| Fines, Forfeits, & Penalties                     | 79,529            | 44,238             | 46,352            | 45,581            |
| Compensation From Property                       | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL NON-PROGRAM REVENUE</b>                 | <b>257,654</b>    | <b>330,872</b>     | <b>224,477</b>    | <b>321,081</b>    |
| <b>TRANSFERS FROM OTHER FUNDS AND UNITS:</b>     | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL REVENUE AND TRANSFERS</b>               | <b>977,249</b>    | <b>1,287,707</b>   | <b>1,074,477</b>  | <b>1,163,419</b>  |

## 25 Clerk and Master of the Chancery Court–Financial

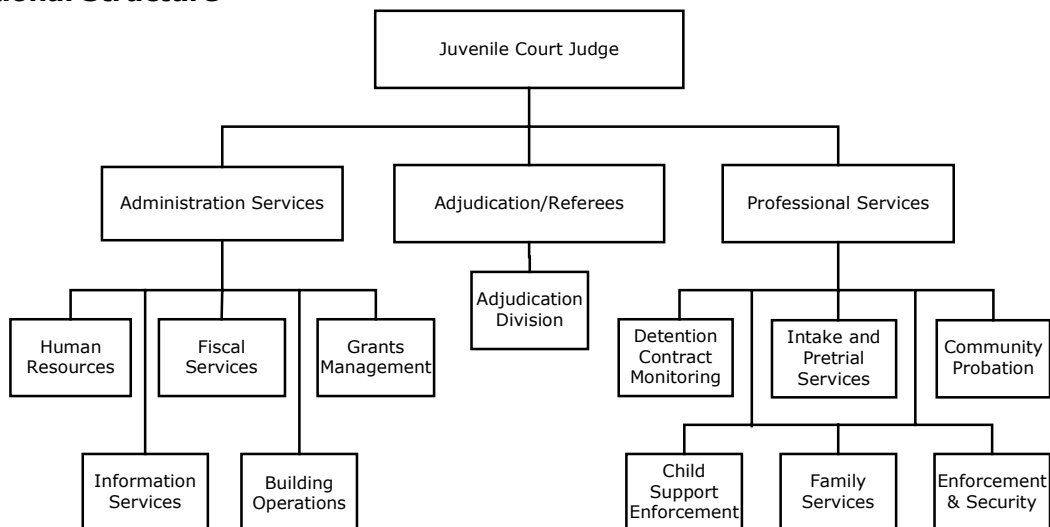
**Reminder:** Some classifications were deleted and new classifications (class number 10000 and above) were added to implement the 2002 Reclassification Study & Pay Plan. Many of the class changes from FY 2001 to FY 2002 were due to implementing that Study.

|  |              |    | FY 2001          |                 | FY 2002          |                 | FY 2003          |                 |
|--|--------------|----|------------------|-----------------|------------------|-----------------|------------------|-----------------|
| <u>Class</u>   | <u>Grade</u> |    | <u>Bud. Pos.</u> | <u>Bud. FTE</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> |
| <b>25 Chancery Court Clerk and Master - GSD Fund 10101</b> |              |    |                  |                 |                  |                 |                  |                 |
| Class 1 Deputy Clerk & Master                              | 6302         | NS | 16               | 16.0            | 16               | 16.0            | 15               | 15.0            |
| Class 2 Deputy Clerk & Master                              | 6303         | NS | 2                | 2.0             | 2                | 2.0             | 2                | 2.0             |
| Clerk & Master   | 1205         | NS | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| <b>Total Positions &amp; FTE</b>                           |              |    | <b>19</b>        | <b>19.0</b>     | <b>19</b>        | <b>19.0</b>     | <b>18</b>        | <b>18.0</b>     |
| <b>Seasonal/Part-time/Temporary</b>                        | 9020         | NS | <b>3</b>         | <b>3.0</b>      | <b>3</b>         | <b>3.0</b>      | <b>3</b>         | <b>3.0</b>      |
| <b>Total Positions &amp; FTE</b>                           |              |    | <b>22</b>        | <b>22</b>       | <b>22</b>        | <b>22</b>       | <b>21</b>        | <b>21</b>       |

## 26 Juvenile Court–At a Glance

| <b>Vision</b>                      | The Juvenile Court will continually implement programs and provide services that better serve the community and advance the integrity of the juvenile justice system.   |                           |                           |                |                |                                    |  |  |  |                  |             |             |             |                       |                |          |                |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |           |         |         |                       |          |          |          |                              |                           |                         |                         |                     |         |         |        |           |               |          |               |                       |                           |                           |                         |  |  |
|------------------------------------|---|---------------------------|---------------------------|----------------|----------------|------------------------------------|--|--|--|------------------|-------------|-------------|-------------|-----------------------|----------------|----------|----------------|---------------------------|---------------------------|---------------------------|---------------------------|--------------------------------|--|--|--|------------------------------|-----|-----|-----|-------------------|-----------|---------|---------|-----------------------|----------|----------|----------|------------------------------|---------------------------|-------------------------|-------------------------|---------------------|---------|---------|--------|-----------|---------------|----------|---------------|-----------------------|---------------------------|---------------------------|-------------------------|--|--|
| <b>Mission</b>                     | To provide a judicial and non-judicial service delivery system that is fair, accessible, efficient and responsive that will meet the immediate and long term needs of the citizens of Greater Nashville and Davidson County Tennessee in a manner consistent with public safety.<br><br>The Juvenile Court Judge’s salary is set by state law (TCA 8-23-103).   |                           |                           |                |                |                                    |  |  |  |                  |             |             |             |                       |                |          |                |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |           |         |         |                       |          |          |          |                              |                           |                         |                         |                     |         |         |        |           |               |          |               |                       |                           |                           |                         |  |  |
| <b>Budget Summary</b>              | <table><thead><tr><th></th><th><u>2000-01</u></th><th><u>2001-02</u></th><th><u>2002-03</u></th></tr></thead><tbody><tr><td><b>Expenditures and Transfers:</b></td><td></td><td></td><td></td></tr><tr><td>GSD General Fund</td><td>\$7,800,430</td><td>\$8,571,410</td><td>\$8,538,306</td></tr><tr><td>Special purpose funds</td><td><u>557,035</u></td><td><u>0</u></td><td><u>127,413</u></td></tr><tr><td><b>Total Expenditures</b></td><td><b><u>\$8,357,465</u></b></td><td><b><u>\$8,571,410</u></b></td><td><b><u>\$8,665,719</u></b></td></tr><tr><td><b>Revenues and Transfers:</b></td><td></td><td></td><td></td></tr><tr><td>Charges, Commissions, &amp; Fees</td><td>\$0</td><td>\$0</td><td>\$0</td></tr><tr><td>Other Governments</td><td>1,162,580</td><td>651,674</td><td>767,504</td></tr><tr><td>Other Program Revenue</td><td><u>0</u></td><td><u>0</u></td><td><u>0</u></td></tr><tr><td><b>Total Program Revenue</b></td><td><b><u>\$1,162,580</u></b></td><td><b><u>\$651,674</u></b></td><td><b><u>\$767,504</u></b></td></tr><tr><td>Non-program Revenue</td><td>364,000</td><td>364,000</td><td>91,100</td></tr><tr><td>Transfers</td><td><u>46,129</u></td><td><u>0</u></td><td><u>11,583</u></td></tr><tr><td><b>Total Revenues</b></td><td><b><u>\$1,572,709</u></b></td><td><b><u>\$1,015,674</u></b></td><td><b><u>\$870,187</u></b></td></tr></tbody></table> |                           | <u>2000-01</u>            | <u>2001-02</u> | <u>2002-03</u> | <b>Expenditures and Transfers:</b> |  |  |  | GSD General Fund | \$7,800,430 | \$8,571,410 | \$8,538,306 | Special purpose funds | <u>557,035</u> | <u>0</u> | <u>127,413</u> | <b>Total Expenditures</b> | <b><u>\$8,357,465</u></b> | <b><u>\$8,571,410</u></b> | <b><u>\$8,665,719</u></b> | <b>Revenues and Transfers:</b> |  |  |  | Charges, Commissions, & Fees | \$0 | \$0 | \$0 | Other Governments | 1,162,580 | 651,674 | 767,504 | Other Program Revenue | <u>0</u> | <u>0</u> | <u>0</u> | <b>Total Program Revenue</b> | <b><u>\$1,162,580</u></b> | <b><u>\$651,674</u></b> | <b><u>\$767,504</u></b> | Non-program Revenue | 364,000 | 364,000 | 91,100 | Transfers | <u>46,129</u> | <u>0</u> | <u>11,583</u> | <b>Total Revenues</b> | <b><u>\$1,572,709</u></b> | <b><u>\$1,015,674</u></b> | <b><u>\$870,187</u></b> |  |  |
|                                    | <u>2000-01</u>  | <u>2001-02</u>            | <u>2002-03</u>            |                |                |                                    |  |  |  |                  |             |             |             |                       |                |          |                |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |           |         |         |                       |          |          |          |                              |                           |                         |                         |                     |         |         |        |           |               |          |               |                       |                           |                           |                         |  |  |
| <b>Expenditures and Transfers:</b> |   |                           |                           |                |                |                                    |  |  |  |                  |             |             |             |                       |                |          |                |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |           |         |         |                       |          |          |          |                              |                           |                         |                         |                     |         |         |        |           |               |          |               |                       |                           |                           |                         |  |  |
| GSD General Fund                   | \$7,800,430   | \$8,571,410               | \$8,538,306               |                |                |                                    |  |  |  |                  |             |             |             |                       |                |          |                |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |           |         |         |                       |          |          |          |                              |                           |                         |                         |                     |         |         |        |           |               |          |               |                       |                           |                           |                         |  |  |
| Special purpose funds              | <u>557,035</u>  | <u>0</u>                  | <u>127,413</u>            |                |                |                                    |  |  |  |                  |             |             |             |                       |                |          |                |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |           |         |         |                       |          |          |          |                              |                           |                         |                         |                     |         |         |        |           |               |          |               |                       |                           |                           |                         |  |  |
| <b>Total Expenditures</b>          | <b><u>\$8,357,465</u></b>   | <b><u>\$8,571,410</u></b> | <b><u>\$8,665,719</u></b> |                |                |                                    |  |  |  |                  |             |             |             |                       |                |          |                |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |           |         |         |                       |          |          |          |                              |                           |                         |                         |                     |         |         |        |           |               |          |               |                       |                           |                           |                         |  |  |
| <b>Revenues and Transfers:</b>     |   |                           |                           |                |                |                                    |  |  |  |                  |             |             |             |                       |                |          |                |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |           |         |         |                       |          |          |          |                              |                           |                         |                         |                     |         |         |        |           |               |          |               |                       |                           |                           |                         |  |  |
| Charges, Commissions, & Fees       | \$0   | \$0                       | \$0                       |                |                |                                    |  |  |  |                  |             |             |             |                       |                |          |                |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |           |         |         |                       |          |          |          |                              |                           |                         |                         |                     |         |         |        |           |               |          |               |                       |                           |                           |                         |  |  |
| Other Governments                  | 1,162,580   | 651,674                   | 767,504                   |                |                |                                    |  |  |  |                  |             |             |             |                       |                |          |                |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |           |         |         |                       |          |          |          |                              |                           |                         |                         |                     |         |         |        |           |               |          |               |                       |                           |                           |                         |  |  |
| Other Program Revenue              | <u>0</u>  | <u>0</u>                  | <u>0</u>                  |                |                |                                    |  |  |  |                  |             |             |             |                       |                |          |                |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |           |         |         |                       |          |          |          |                              |                           |                         |                         |                     |         |         |        |           |               |          |               |                       |                           |                           |                         |  |  |
| <b>Total Program Revenue</b>       | <b><u>\$1,162,580</u></b>   | <b><u>\$651,674</u></b>   | <b><u>\$767,504</u></b>   |                |                |                                    |  |  |  |                  |             |             |             |                       |                |          |                |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |           |         |         |                       |          |          |          |                              |                           |                         |                         |                     |         |         |        |           |               |          |               |                       |                           |                           |                         |  |  |
| Non-program Revenue                | 364,000   | 364,000                   | 91,100                    |                |                |                                    |  |  |  |                  |             |             |             |                       |                |          |                |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |           |         |         |                       |          |          |          |                              |                           |                         |                         |                     |         |         |        |           |               |          |               |                       |                           |                           |                         |  |  |
| Transfers                          | <u>46,129</u>   | <u>0</u>                  | <u>11,583</u>             |                |                |                                    |  |  |  |                  |             |             |             |                       |                |          |                |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |           |         |         |                       |          |          |          |                              |                           |                         |                         |                     |         |         |        |           |               |          |               |                       |                           |                           |                         |  |  |
| <b>Total Revenues</b>              | <b><u>\$1,572,709</u></b>   | <b><u>\$1,015,674</u></b> | <b><u>\$870,187</u></b>   |                |                |                                    |  |  |  |                  |             |             |             |                       |                |          |                |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |           |         |         |                       |          |          |          |                              |                           |                         |                         |                     |         |         |        |           |               |          |               |                       |                           |                           |                         |  |  |
| <b>Positions</b>                   | Total Budgeted Positions  | 107                       | 118                       | 121            |                |                                    |  |  |  |                  |             |             |             |                       |                |          |                |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |           |         |         |                       |          |          |          |                              |                           |                         |                         |                     |         |         |        |           |               |          |               |                       |                           |                           |                         |  |  |
| <b>Contacts</b>                    | Juvenile Court Judge: Betty Adams Green      email: N/A<br>Financial Manager: Phoebe Johnson      email: phoebejohnson@jis.nashville.org<br><br>Juvenile Justice Center<br>100 Woodland Street 37213      Phone: 862-8000      FAX: 862-7982  |                           |                           |                |                |                                    |  |  |  |                  |             |             |             |                       |                |          |                |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |           |         |         |                       |          |          |          |                              |                           |                         |                         |                     |         |         |        |           |               |          |               |                       |                           |                           |                         |  |  |

### Organizational Structure



# 26 Juvenile Court–At a Glance

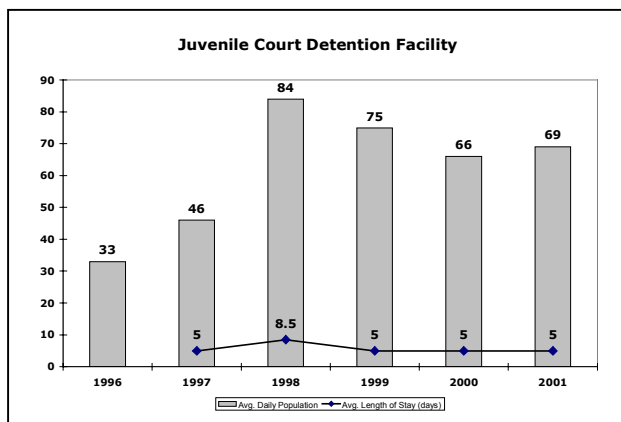
## Budget Highlights FY 2003

|  |                  |
|--|------------------|
| • Reduction for FY 02 non-recurring costs for Criminal Justice Information System (CJIS) database upgrades | \$-40,000        |
| • Pay Plan/Benefit adjustments   | 160,700          |
| • 800 MHz Radio System adjustment  | -3,488           |
| • Postal Service increase  | 5,900            |
| • Fleet Management Consolidation net adjustment  | -52,606          |
| • Information Systems billing  | -834             |
| • Telecommunication net adjustment   | -27,176          |
| • Add Pre-trial Service Manager position for the Probation Division  | 75,500           |
| • Upgrade a part-time Security Officer to full-time Property Guard   | 23,300           |
| • Continuation funding for two Warrant Officer positions in Child Support Enforcement Division             | 42,400           |
| • Juvenile Judge cost of living salary adjustment  | 4,000            |
| • Bullet Proof Vests for Probation Officers  | 3,000            |
| • Enhanced Training for Juvenile Intake/Pretrial Service Workers   | 10,000           |
| • Interpreter Services   | 10,000           |
| • Transfer maintenance of Juvenile Justice Center to Department of General Services                        | -243,800         |
| <b>Total</b>   | <b>\$-33,104</b> |

## Overview

### ADMINISTRATION SERVICES

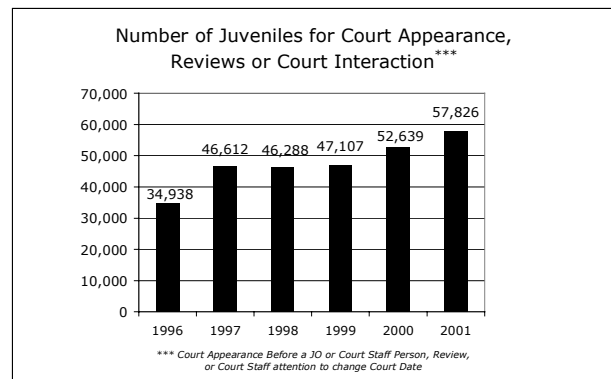
Administration Services is responsible for the Day-to-day operations of the Juvenile Justice Center; the management of the Juvenile Court fiscal and purchasing services; the coordination and management all Human Resource issues for the Court; the coordination of all grants; and all planning initiatives for the Court.



## ADJUDICATION/REFEREES

### Adjudication Division

The Adjudication Division presides over all cases entering the Juvenile Court of Davidson County and is responsible for the supervision (Judge) of all referees and related services. Cases include delinquency, unruly child cases (truancy, curfew runaway, etc.), neglect and abuse proceedings, termination of parental rights as well as paternity, legitimization, child support, child custody and visitation. This Division presides over and adjudicates all parentage cases filed by the IV-D agency (Maximus), including issues of parentage, child support, visitation and medical insurance, serves all IV-D process (summons, subpoenas and arrest orders), and manages "Law Library" and related information.



## PROFESSIONAL SERVICES

### Detention Contract Monitoring

The First Corrections Corporation (FCC) manages the Davidson County Juvenile Detention Center. The Court does not maintain daily administrative control of the facility, however, the Court provides a monitor as a contact for all issues which involve the Detention Center.

The FCC provides 24-hour intake services for law enforcement officers of juveniles, provides short-term secure detention for juveniles awaiting trial and adjudicated juveniles awaiting disposition or placement, provides day-to-day supervision and management of juveniles detained, maintains accurate records related to juveniles detained, and serves as a regional detention center.

### Intake and Pretrial Services

The Intake and Pretrial Services Division handles the initiation of process of petitions in all cases and receives and screens applications for petitions. It also manages the restitution, electronic monitoring and home detention programs and directs specialized group counseling sessions/crisis intervention.

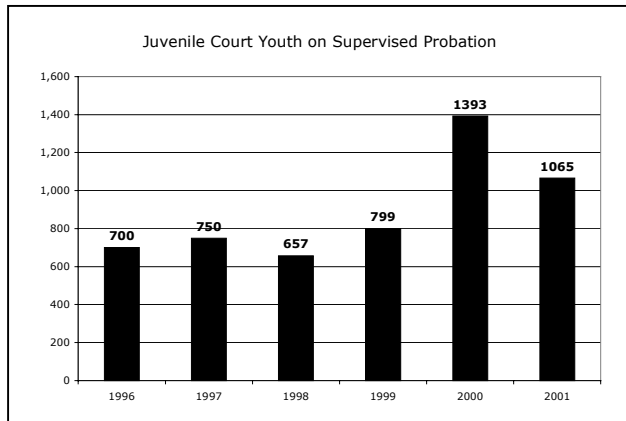


# 26 Juvenile Court–At a Glance

## Community Probation

The Community Probation Division supervises youth placed on probation. Staff makes home visits, collects urine samples, makes school visits, makes random curfew checks, arranges and monitors community service assignments, provides information and referral services, provides help in finding jobs, working to see that services (educational, mental health and social services) are provided. This Division provides intensive monitoring and case management of juveniles on probation; conducts alcohol and drug assessments; prepares cases for court hearings; and works with neighborhood organizations, schools, churches, synagogues and other agencies on prevention and early intervention programs.

Truancy Reduction operates out of Metropolitan Development Housing Authority's (MDHA) public housing development and is responsible for case management of juveniles found to be truant, the management of specialized programs aimed at reducing truancy, supporting schools in truancy efforts, and providing referral information to schools.



## Child Support Enforcement

The Child Support Enforcement Division provides case management of juveniles on probation, provides counseling services for juveniles and families, directs specialized programs in targeted areas, and networks with neighborhood and community groups to provide better communication with community. (Funded through a federal program) it maintains offices in public housing areas under an agreement with Metropolitan Development and Housing Authority (MDHA). In addition, other probation staff members are housed in various nonprofit facilities including schools and churches.

## Family Services

The Family Services Division maintains case management of all dependency, neglect and abuse cases as well as cases involving guardianship, paternity, custody and parental rights proceedings. This Division manages foster care review boards, prepares cases for court hearings, and works with neighborhood organizations, schools, churches, synagogues and other agencies on prevention and early intervention programs.

## Enforcement & Security

Enforcement & Security is charged with the maintenance of security and order within the Juvenile Justice Centers. It scans all person entering the JJC for weapons or contraband that would compromise the integrity of the building and judicial proceedings, monitors and operates all metal detector equipment, directs visitors to appropriate areas or to courtrooms as needed, monitors activity on the grounds of the JJC and parking areas, and escorts persons to the parking lot as needed.

## 26 Juvenile Court–Performance

| Objectives   | Performance Measures                                       | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|--|-------------------|--------------------|-------------------|-------------------|
| <b>ADMINISTRATIVE SERVICES</b>   |  |                   |                    |                   |                   |
| 1. Serve the various processes (arrest orders, summons, etc.) for the Court. | Summons, modification petitions and contempt orders served | 8,950             | 6,125              | 4,730             | 6,200             |
| 2. Provide for case management of children ordered to restitution program.   | Number of restitution cases                                | 1,000             | 1,353              | 857               | 1,400             |
| 3. Set cases and provide notification of court dates.                        | a. Average cases on weekly settlement docket               | 100               | 100                | 138               | 100               |
|  | b. Summons prepared (monthly)                              | 450               | 550                | 750               | 600               |
|  | c. Average cases on weekly appearance docket               | 350               | 200                | 350               | 250               |

### ADJUDICATION/REFEREES

#### Adjudication Division

|   |  |        |        |     |        |
|---|--|--------|--------|-----|--------|
| 1. Supervise, approve and adjudicate cases presented.         | a. Petitions filed*  | 16,000 | 16,241 | na  | 16,500 |
|   | b. Court Hearings*   | na     | 57,826 | na  | 60,000 |
|   | c. Youth transferred to adult system   | 60     | 36     | 12  | 35     |
|   | d. Committed to Youth Development  | 500    | 60     | 170 | 65     |
| 2. Provide timely resolution of cases presented to the court. | a. Cases resolved within eight weeks   | 60%    | 71%    | 70% | 70%    |
|   | b. Cases resolved through Settlement Docket (weekly average) number of cases | 100    | 90     | 100 | 95     |
| 3. Adjudicate all IV-D cases.                                 | a. Substantive hearings (parentage, support, and enforcement of them)**      | na     | 4,254  | na  | 5,000  |
| 4. IV-D papers issued for service.                            | a. Process issued**  | na     | 5,372  | na  | 5,500  |
|   | b. Service attempts**  | na     | 13,381 | na  | 14,500 |
|   | c. %Served (avg)**   | na     | 50%    | na  | 60%    |

\* Does not include child support petitions. FY 2001 Actual and FY 2003 Budget numbers are separated into two categories.

\*\* Performance information for FY 2001 and 2002 Budget was not maintained in this manner.

### PROFESSIONAL SERVICES

#### Detention Contract Monitoring

|   |   |    |     |    |    |
|---|---|----|-----|----|----|
| 1. Provide short-term, pre-adjudication secure detention. | a. Average length of stay (days)            | 12 | 5.2 | 5  | 5  |
|   | b. Average daily population (all detainees) | 85 | 69  | 66 | 70 |
|   | c. Out-of-county detainees (avg)*           | 50 | 2   | 8  | 2  |

## 26 Juvenile Court–Performance

| Objectives  | Performance Measures                      | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|---|---|-------------------|--------------------|-------------------|-------------------|
| 2. Provide a safe, healthy environment for youth detained.  | a. Physicals administered                 | 832               | 467                | 800               | 500               |
|   | b. Youths transported for health visits   | 180               | 76                 | 100               | 100               |
|   | c. Hours of staff training                | 10,880            | 9,700              | 10,000            | 9,800             |
|   | d. Average hours of recreation per year** | 1,344             | 468                | 450               | 470               |
| 3. Provide identification tools of youth charged with serious crimes.   | a. Photographs taken**                    | 33,172            | 6,027              | 6,700             | 6,000             |
|   | b. Fingerprints taken**                   | 17,070            | 3,959              | 4,500             | 4,000             |
| 4. Provide an Educational Instruction Program for youth detained. Note: This Program is operated entirely by the Juvenile Court, not FCC. | a. Educational hours per day              | 6                 | 6                  | 6                 | 6                 |
|   | b. Educational hours per year**           | 58,500            | 109,200            | 34,000            | 110,000           |

\* FY 2002 represents average daily population of out-of-county youth.

\*\* FY 2001 Budget numbers were calculated differently from other years.

### Community Probation

|  |   |        |        |        |        |
|--|---|--------|--------|--------|--------|
| 1. Supervise youth adjudicated for delinquency along with non-adjudicated youth the Court has diverted from the Juvenile Justice system. | a. Youth on supervised probation*                             | 905    | 1,065  | 1,600  | 1,200  |
|  | b. Successful release rate**                                  | na     | 60%    | na     | 65%    |
|  | c. Informal adjustment and pretrial diversions                | 3,493  | 3,295  | 7,400  | 3,500  |
|  | d. Average probation officer unruly/runaways                  | 1,697  | 1,799  | 1,989  | 1,800  |
| 2. Assess and manage cases of youth with substance abuse problems.   | d. Average probation officer case-load                        | 40.5   | 33.5   | 42     | 35     |
|  | a. Cases assessed   | 701    | 489    | 570    | 550    |
|  | b. Successfully completed treatment**                         | na     | 65%    | na     | 70%    |
|  | c. Urinalysis tests given                                     | 3,768  | 1,905  | 2,541  | 1,950  |
| 3. Provide case management for children believed to be neglected and/or abused.  | d. Positive urinalysis tests                                  | 2,416  | 777    | 1,200  | 750    |
|  | Note: Multiple placements are common                          |        |        |        |        |
|  | a. Total number of neglect/abuse/termination petitions        | 5,000  | 3,995  | 5,693  | 4,100  |
|  | b. Total number of neglect/abuse/dependent children           | 5,000  | 3,000  | 5,693  | 3,500  |
| 4. Provide a Juvenile Public/Community Service Work Program.   | c. Parental rights terminated (children)                      | 200    | 122    | 220    | 150    |
|  | a. Number of children completing community service work hours | 5,141  | 4,760  | 6,056  | 5,000  |
|  | b. Number of community work sites                             | 1,043  | 869    | 1,390  | 880    |
|  | c. Number of hours worked                                     | 39,085 | 16,403 | 22,000 | 17,000 |

\* Monthly average

\*\* FY 2001 Budget numbers were calculated differently from other years.

### MDHA – Truancy Reduction

|  |                             |       |       |       |       |
|--|-----------------------------|-------|-------|-------|-------|
| 1. Provide case management services for truancy cases. | Truancy petitions processed | 1,611 | 1,311 | 2,027 | 1,500 |
|--|-----------------------------|-------|-------|-------|-------|

## 26 Juvenile Court–Performance

| Objectives  | Performance Measures   | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|---|--|-------------------|--------------------|-------------------|-------------------|
| 2. Reduce truancy among children.   | Number of children served  | 2,511             | 1,720              | 2,027             | 1,700             |
| 3. Recruit volunteers to serve on community advisory boards.  | Number of volunteers serving on boards                                 | 198               | 180                | 170               | 180               |
| <b>Child Support Enforcement</b>  |  |                   |                    |                   |                   |
| 1. See the Probation Community for specific objectives.   | See Probation division for specific performance related information    |                   |                    |                   |                   |
| <b>Enforcement &amp; Security</b>   |  |                   |                    |                   |                   |
| 1. Provide a safe environment for judicial proceedings conducted in the JJC.  | Number of persons monitored and scanned at the JJC Security Checkpoint | 264,000           | *256,186           | 276,000           | 270,000           |
| 2. Provide a safe environment for all Juvenile Court employees and the public conducting business in the Juvenile Justice Center. | Reduce the amount of contraband brought into the JJC                   | 3,600             | *3,128             | 3,000             | 3,000             |
| 3. Protect the integrity of the Juvenile Justice Center and its parking area.   | Reduce the incidence of major disruptive behavior in the JJC           | 300               | *178               | 168               | 155               |

The In-house Security team was hired December 20, 2000.

\* Statistics are annualized from monthly totals.

## 26 Juvenile Court–Financial

### Juvenile Court GSD General Fund

| EXPENSE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>OPERATING EXPENSE:</b>                        |                   |                    |                   |                   |
| <b>PERSONAL SERVICES:</b>                        |                   |                    |                   |                   |
| Salary Expense                                   | 3,061,213         | 2,960,139          | 3,428,015         | 3,674,415         |
| Fringe Benefits                                  | 795,826           | 731,976            | 849,091           | 905,591           |
| Per Diem & Other Fees                            | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL PERSONAL SERVICES</b>                   | <b>3,857,039</b>  | <b>3,692,115</b>   | <b>4,277,106</b>  | <b>4,580,006</b>  |
| <b>OTHER SERVICES:</b>                           |                   |                    |                   |                   |
| Utilities  | 166,588           | 210,200            | 200,172           | (28)              |
| Professional Services                            | 3,150,044         | 3,188,207          | 3,230,034         | 3,230,034         |
| Purchased Services                               | 65,471            | 91,653             | 78,087            | 13,587            |
| Travel   | 58,520            | 40,758             | 43,020            | 43,020            |
| Communications                                   | 6,390             | 827                | 6,310             | 6,310             |
| Printing   | 2,000             | 239                | 2,000             | 2,000             |
| Advertising & Promotion                          | 0                 | 0                  | 0                 | 0                 |
| Subscriptions                                    | 3,085             | 0                  | 3,085             | 3,085             |
| Tuition, Reg., & Membership Dues                 | 4,282             | 9,829              | 11,882            | 21,882            |
| Repairs & Maintenance Services                   | 14,702            | 22,423             | 20,702            | 20,702            |
| Internal Service Fees                            | 142,553           | 187,429            | 238,936           | 160,732           |
| <b>TOTAL OTHER SERVICES</b>                      | <b>3,613,635</b>  | <b>3,751,565</b>   | <b>3,834,228</b>  | <b>3,501,324</b>  |
| <b>OTHER EXPENSE:</b>                            |                   |                    |                   |                   |
| Supplies and Materials                           | 18,824            | 14,154             | 39,151            | 38,951            |
| Misc. Other Expenses & Payments                  | 0                 | 0                  | 0                 | 0                 |
| Fixed Charges                                    | 735               | 1,400              | 735               | 735               |
| Licenses, Permits, & Fees                        | 2,781             | 925                | 3,431             | 531               |
| Taxes  | 0                 | 0                  | 0                 | 0                 |
| Grant Contributions & Awards                     | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL OTHER EXPENSE</b>                       | <b>22,340</b>     | <b>16,479</b>      | <b>43,317</b>     | <b>40,217</b>     |
| <b>PENSION, ANNUITY, DEBT, &amp; OTHER COSTS</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>EQUIPMENT, BUILDINGS, &amp; LAND</b>          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>SPECIAL PROJECTS</b>                          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL OPERATING EXPENSE</b>                   | <b>7,493,014</b>  | <b>7,460,159</b>   | <b>8,154,651</b>  | <b>8,121,547</b>  |
| <b>TRANSFERS TO OTHER FUNDS &amp; UNITS:</b>     | <b>307,416</b>    | <b>297,181</b>     | <b>416,759</b>    | <b>416,759</b>    |
| <b>TOTAL EXPENSE AND TRANSFERS</b>               | <b>7,800,430</b>  | <b>7,757,340</b>   | <b>8,571,410</b>  | <b>8,538,306</b>  |

# 26 Juvenile Court–Financial

## Juvenile Court GSD General Fund

|  | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>REVENUE AND TRANSFERS</b>                     |                   |                    |                   |                   |
| <b>PROGRAM REVENUE:</b>                          |                   |                    |                   |                   |
| <b>Charges, Commissions, &amp; Fees</b>          |                   |                    |                   |                   |
| Charges For Current Services                     | 0                 | 0                  | 0                 | 0                 |
| Commissions and Fees                             | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Charges, Commissions, &amp; Fees</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>Other Governments &amp; Agencies</b>          |                   |                    |                   |                   |
| Federal Direct                                   | 0                 | 0                  | 0                 | 0                 |
| Federal Through State                            | 641,674           | 601,220            | 641,674           | 641,674           |
| Federal Through Other Pass-Through               | 0                 | 0                  | 0                 | 0                 |
| State Direct                                     | 10,000            | 10,000             | 10,000            | 10,000            |
| Other Government Agencies                        | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Governments &amp; Agencies</b> | <b>651,674</b>    | <b>611,220</b>     | <b>651,674</b>    | <b>651,674</b>    |
| <b>Other Program Revenue</b>                     |                   |                    |                   |                   |
| Contributions and Gifts                          | 0                 | 0                  | 0                 | 0                 |
| Miscellaneous Revenue                            | 0                 | 191                | 0                 | 0                 |
| Use of Money or Property                         | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Program Revenue</b>            | <b>0</b>          | <b>191</b>         | <b>0</b>          | <b>0</b>          |
| <b>TOTAL PROGRAM REVENUE</b>                     | <b>651,674</b>    | <b>611,411</b>     | <b>651,674</b>    | <b>651,674</b>    |
| <b>NON-PROGRAM REVENUE:</b>                      |                   |                    |                   |                   |
| Property Taxes                                   | 0                 | 0                  | 0                 | 0                 |
| Local Option Sales Tax                           | 0                 | 0                  | 0                 | 0                 |
| Other Taxes, Licenses, & Permits                 | 0                 | 0                  | 0                 | 0                 |
| Fines, Forfeits, & Penalties                     | 364,000           | 162,970            | 364,000           | 91,100            |
| Compensation From Property                       | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL NON-PROGRAM REVENUE</b>                 | <b>364,000</b>    | <b>162,970</b>     | <b>364,000</b>    | <b>91,100</b>     |
| <b>TRANSFERS FROM OTHER FUNDS AND UNITS:</b>     | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL REVENUE AND TRANSFERS</b>               | <b>1,015,674</b>  | <b>774,381</b>     | <b>1,015,674</b>  | <b>742,774</b>    |

## 26 Juvenile Court–Financial

**Juvenile Court  
Juvenile Court Accountability  
Special Purpose Fund**

| <b>EXPENSE AND TRANSFERS</b>                     | <b>FY 2001<br/>Budget</b> | <b>FY 2001<br/>Actuals</b> | <b>FY 2002<br/>Budget</b> | <b>FY 2003<br/>Budget</b> |
|--|---------------------------|----------------------------|---------------------------|---------------------------|
| <b>OPERATING EXPENSE:</b>                        |                           |                            |                           |                           |
| <b>PERSONAL SERVICES:</b>                        |                           |                            |                           |                           |
| Salary Expense                                   | 167,380                   | 148,422                    | 0                         | 50,000                    |
| Fringe Benefits                                  | 52,456                    | 33,603                     | 0                         | 18,750                    |
| Per Diem & Other Fees                            | 0                         | 0                          | 0                         | 0                         |
| <b>TOTAL PERSONAL SERVICES</b>                   | <b>219,836</b>            | <b>182,025</b>             | <b>0</b>                  | <b>68,750</b>             |
| <b>OTHER SERVICES:</b>                           |                           |                            |                           |                           |
| Utilities  | 0                         | 0                          | 0                         | 0                         |
| Professional Services                            | 91,091                    | 66,248                     | 0                         | 25,000                    |
| Purchased Services                               | 214,697                   | 89,898                     | 0                         | 23,000                    |
| Travel   | 11,411                    | 3,223                      | 0                         | 813                       |
| Communications                                   | 0                         | 0                          | 0                         | 0                         |
| Printing   | 0                         | 700                        | 0                         | 0                         |
| Advertising & Promotion                          | 0                         | 0                          | 0                         | 0                         |
| Subscriptions                                    | 0                         | 0                          | 0                         | 0                         |
| Tuition, Reg., & Membership Dues                 | 0                         | 1,537                      | 0                         | 1,050                     |
| Repairs & Maintenance Services                   | 0                         | 0                          | 0                         | 0                         |
| Internal Service Fees                            | 0                         | 1,097                      | 0                         | 2,800                     |
| <b>TOTAL OTHER SERVICES</b>                      | <b>317,199</b>            | <b>162,703</b>             | <b>0</b>                  | <b>52,663</b>             |
| <b>OTHER EXPENSE:</b>                            |                           |                            |                           |                           |
| Supplies and Materials                           | 20,000                    | 122,400                    | 0                         | 6,000                     |
| Misc. Other Expenses & Payments                  | 0                         | 0                          | 0                         | 0                         |
| Fixed Charges                                    | 0                         | 0                          | 0                         | 0                         |
| Licenses, Permits, & Fees                        | 0                         | 0                          | 0                         | 0                         |
| Taxes  | 0                         | 0                          | 0                         | 0                         |
| Grant Contributions & Awards                     | 0                         | 0                          | 0                         | 0                         |
| <b>TOTAL OTHER EXPENSE</b>                       | <b>20,000</b>             | <b>122,400</b>             | <b>0</b>                  | <b>6,000</b>              |
| <b>PENSION, ANNUITY, DEBT, &amp; OTHER COSTS</b> | <b>0</b>                  | <b>0</b>                   | <b>0</b>                  | <b>0</b>                  |
| <b>EQUIPMENT, BUILDINGS, &amp; LAND</b>          | <b>0</b>                  | <b>0</b>                   | <b>0</b>                  | <b>0</b>                  |
| <b>SPECIAL PROJECTS</b>                          | <b>0</b>                  | <b>0</b>                   | <b>0</b>                  | <b>0</b>                  |
| <b>TOTAL OPERATING EXPENSE</b>                   | <b>557,035</b>            | <b>467,128</b>             | <b>0</b>                  | <b>127,413</b>            |
| <b>TRANSFERS TO OTHER FUNDS &amp; UNITS:</b>     | <b>0</b>                  | <b>0</b>                   | <b>0</b>                  | <b>0</b>                  |
| <b>TOTAL EXPENSE AND TRANSFERS</b>               | <b>557,035</b>            | <b>467,128</b>             | <b>0</b>                  | <b>127,413</b>            |

## 26 Juvenile Court–Financial

**Juvenile Court  
Juvenile Court Accountability  
Special Purpose Fund**

|  | <b>FY 2001<br/>Budget</b> | <b>FY 2001<br/>Actuals</b> | <b>FY 2002<br/>Budget</b> | <b>FY 2003<br/>Budget</b> |
|--|---------------------------|----------------------------|---------------------------|---------------------------|
| <b>REVENUE AND TRANSFERS</b>                     |                           |                            |                           |                           |
| <b>PROGRAM REVENUE:</b>                          |                           |                            |                           |                           |
| <b>Charges, Commissions, &amp; Fees</b>          |                           |                            |                           |                           |
| Charges For Current Services                     | 0                         | 0                          | 0                         | 0                         |
| Commissions and Fees                             | 0                         | 0                          | 0                         | 0                         |
| <b>Subtotal Charges, Commissions, &amp; Fees</b> | <b>0</b>                  | <b>0</b>                   | <b>0</b>                  | <b>0</b>                  |
| <b>Other Governments &amp; Agencies</b>          |                           |                            |                           |                           |
| Federal Direct                                   | 0                         | 0                          | 0                         | 0                         |
| Federal Through State                            | 510,906                   | 418,031                    | 0                         | 115,830                   |
| Federal Through Other Pass-Through               | 0                         | 0                          | 0                         | 0                         |
| State Direct                                     | 0                         | 0                          | 0                         | 0                         |
| Other Government Agencies                        | 0                         | 0                          | 0                         | 0                         |
| <b>Subtotal Other Governments &amp; Agencies</b> | <b>510,906</b>            | <b>418,031</b>             | <b>0</b>                  | <b>115,830</b>            |
| <b>Other Program Revenue</b>                     |                           |                            |                           |                           |
| Contributions and Gifts                          | 0                         | 0                          | 0                         | 0                         |
| Miscellaneous Revenue                            | 0                         | 0                          | 0                         | 0                         |
| Use of Money or Property                         | 0                         | 2,444                      | 0                         | 0                         |
| <b>Subtotal Other Program Revenue</b>            | <b>0</b>                  | <b>2,444</b>               | <b>0</b>                  | <b>0</b>                  |
| <b>TOTAL PROGRAM REVENUE</b>                     | <b>510,906</b>            | <b>420,475</b>             | <b>0</b>                  | <b>115,830</b>            |
| <b>NON-PROGRAM REVENUE:</b>                      |                           |                            |                           |                           |
| Property Taxes                                   | 0                         | 0                          | 0                         | 0                         |
| Local Option Sales Tax                           | 0                         | 0                          | 0                         | 0                         |
| Other Taxes, Licenses, & Permits                 | 0                         | 0                          | 0                         | 0                         |
| Fines, Forfeits, & Penalties                     | 0                         | 0                          | 0                         | 0                         |
| Compensation From Property                       | 0                         | 0                          | 0                         | 0                         |
| <b>TOTAL NON-PROGRAM REVENUE</b>                 | <b>0</b>                  | <b>0</b>                   | <b>0</b>                  | <b>0</b>                  |
| <b>TRANSFERS FROM OTHER FUNDS AND UNITS:</b>     | <b>46,129</b>             | <b>46,139</b>              | <b>0</b>                  | <b>11,583</b>             |
| <b>TOTAL REVENUE AND TRANSFERS</b>               | <b>557,035</b>            | <b>466,614</b>             | <b>0</b>                  | <b>127,413</b>            |



## 26 Juvenile Court–Financial

**Reminder:** Some classifications were deleted and new classifications (class number 10000 and above) were added to implement the 2002 Reclassification Study & Pay Plan. Many of the class changes from FY 2001 to FY 2002 were due to implementing that Study.

|   |              |              | FY 2001          |                 | FY 2002          |                 | FY 2003          |                 |
|---|--------------|--------------|------------------|-----------------|------------------|-----------------|------------------|-----------------|
|   | <u>Class</u> | <u>Grade</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> |
| <b>26 Juvenile Court - GSD Fund 10101</b> |              |              |                  |                 |                  |                 |                  |                 |
| Administrative Assistant 1                | 7240         | --           | 2                | 2.0             | 0                | 0.00            | 0                | 0.00            |
| Administrative Assistant 2                | 7241         | SR09         | 4                | 4.0             | 2                | 2.00            | 2                | 2.00            |
| Administrative Services Manager           | 7242         | SR13         | 0                | 0.0             | 1                | 1.00            | 2                | 2.00            |
| Court Administrator                       | 1339         | SR15         | 2                | 2.0             | 2                | 2.00            | 2                | 2.00            |
| Customer Srvc Rep I                       | 7283         | GS03         | 0                | 0.0             | 0                | 0.00            | 0                | 0.00            |
| Group Care Aide                           | 7314         | SR04         | 9                | 5.5             | 5                | 3.50            | 5                | 3.50            |
| Info Systems Spec                         | 7783         | SR12         | 0                | 0.0             | 1                | 1.00            | 1                | 1.00            |
| Information Systems Analyst 1             | 7779         | SR10         | 0                | 0.0             | 2                | 1.01            | 2                | 1.01            |
| Judge, Juvenile Court                     | 2643         | EL           | 1                | 1.0             | 1                | 1.00            | 1                | 1.00            |
| Juvenile Court Referee 1                  | 4058         | SR13         | 2                | 0.8             | 1                | 0.20            | 1                | 0.20            |
| Juvenile Court Referee 2                  | 7232         | SR15         | 4                | 4.0             | 3                | 3.00            | 3                | 3.00            |
| Office Assistant 1                        | 7747         | --           | 4                | 4.0             | 3                | 3.00            | 3                | 3.00            |
| Office Assistant 2                        | 7748         | --           | 2                | 2.0             | 5                | 5.00            | 5                | 5.00            |
| Office Manager 1                          | 5956         | --           | 1                | 1.0             | 2                | 2.00            | 2                | 2.00            |
| Office Support Rep 1                      | 10120        | SR04         | 0                | 0.0             | 0                | 0.00            | 0                | 0.00            |
| Office Support Rep 2                      | 10121        | SR05         | 0                | 0.0             | 0                | 0.00            | 0                | 0.00            |
| Office Support Rep 3                      | 10122        | SR06         | 0                | 0.0             | 0                | 0.00            | 0                | 0.00            |
| Office Support Spec 1                     | 10123        | SR07         | 0                | 0.0             | 3                | 3.00            | 3                | 3.00            |
| Paralegal 1                               | 7073         | --           | 3                | 3.0             | 2                | 2.00            | 2                | 2.00            |
| Paralegal 1                               | 7343         | SR08         | 0                | 0.0             | 0                | 0.00            | 0                | 0.00            |
| Probation Officer 1                       | 7374         | GS05         | 1                | 1.0             | 36               | 36.00           | 36               | 36.00           |
| Probation Officer 2                       | 7375         | SR08         | 31               | 30.5            | 6                | 6.00            | 6                | 6.00            |
| Probation Officer 3                       | 4710         | SR10         | 7                | 7.0             | 4                | 4.00            | 4                | 4.00            |
| Probation Officer 4                       | 5495         | SR12         | 5                | 5.0             | 0                | 0.00            | 0                | 0.00            |
| Probation Officer Chief                   | 1120         | SR13         | 1                | 1.0             | 1                | 1.00            | 1                | 1.00            |
| Program Coordinator                       | 6034         | --           | 1                | 1.0             | 0                | 0.00            | 0                | 0.00            |
| Program Specialist 1                      | 7378         | SR06         | 0                | 0.0             | 1                | 1.00            | 1                | 1.00            |
| Program Specialist 2                      | 7379         | SR08         | 1                | 1.0             | 1                | 1.00            | 1                | 1.00            |
| Property Guard 1                          | 3920         | SR03         | 0                | 0.0             | 9                | 9.00            | 9                | 9.00            |
| Property Guard 2                          | 4725         | SR05         | 0                | 0.0             | 1                | 1.00            | 2                | 1.50            |
| Seasonal/Part-time/Temporary              | 9020         | NS           | 0                | 0.0             | 0                | 0.00            | 0                | 0.00            |
| Social Work Associate                     | 1820         | SR07         | 1                | 1.0             | 1                | 1.00            | 1                | 1.00            |
| Special Projects Manager                  | 7762         | SR15         | 0                | 0.0             | 1                | 0.49            | 1                | 0.49            |
| SPT (Health Care Coordinator)             | 6839         | --           | 0                | 0.0             | 1                | 0.20            | 1                | 0.20            |
| Warrant Off Supervisor                    | 5340         | SR09         | 2                | 2.0             | 1                | 1.00            | 1                | 1.00            |
| Warrant Officer                           | 7419         | SR08         | 23               | 18.2            | 16               | 12.14           | 17               | 13.14           |
| <b>Total Positions &amp; FTE</b>          |              |              | <b>107</b>       | <b>96.9</b>     | <b>112</b>       | <b>103.5</b>    | <b>115</b>       | <b>106.04</b>   |
| <b>26 Juvenile Court - GSD Fund 30030</b> |              |              |                  |                 |                  |                 |                  |                 |
| Admin Assist                              | 7241         | SR09         | 0                | 0               | 1                | 1               | 1                | 1               |
| Admin Svcs Mgr                            | 7374         | GS05         | 0                | 0               | 1                | 1               | 1                | 1               |
| Probation Officer 1                       | 7374         | GS05         | 0                | 0               | 2                | 1.65            | 2                | 1.65            |
| <b>30030 Total Positions and FTE</b>      |              |              | <b>0</b>         | <b>0</b>        | <b>4</b>         | <b>3.65</b>     | <b>4</b>         | <b>3.65</b>     |
| <b>26 Juvenile Court - GSD Fund 30015</b> |              |              |                  |                 |                  |                 |                  |                 |
| Probation Officer 1                       | 7375         | SR08         | 0                | 0               | 1                | 1               | 1                | 1               |
| Warrant Officer                           | 7419         | SR08         | 0                | 0               | 1                | 1               | 1                | 1               |
| <b>30015 Total Positions and FTE</b>      |              |              | <b>0</b>         | <b>0</b>        | <b>2</b>         | <b>2</b>        | <b>2</b>         | <b>2</b>        |

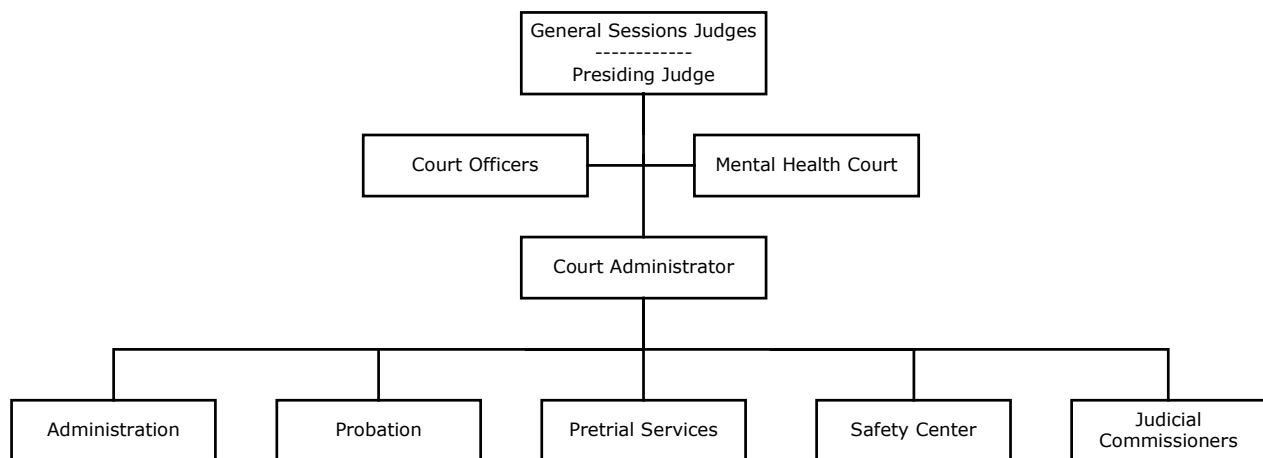
## 26 Juvenile Court–Financial

|   |              |      | FY 2001          |                 | FY 2002          |                 | FY 2003          |                 |
|---|--------------|------|------------------|-----------------|------------------|-----------------|------------------|-----------------|
| <u>Class</u>                              | <u>Grade</u> |      | <u>Bud. Pos.</u> | <u>Bud. FTE</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> |
| <b>26 Juvenile Court - GSD Fund 32000</b> |              |      |                  |                 |                  |                 |                  |                 |
| Admin Assist                              | 7241         | SR09 | 0                | 0               | 2                | 2.00            | 2                | 2.00            |
| Group Care Aide                           | 7314         | SR04 | 0                | 0               | 8                | 4.97            | 8                | 4.97            |
| Juv Crt Referee 2                         | 7232         | SR15 | 0                | 0               | 2                | 2.00            | 2                | 2.00            |
| Office Support Rep 2                      | 10121        | SR05 | 0                | 0               | 1                | 1.00            | 1                | 1.00            |
| Officer Support Spec 1                    | 10123        | SR07 | 0                | 0               | 2                | 2.00            | 2                | 2.00            |
| Probation Officer 1                       | 7375         | SR08 | 0                | 0               | 1                | 1.00            | 1                | 1.00            |
| Program Mgr 1                             | 7376         | SR11 | 0                | 0               | 1                | 1.00            | 1                | 1.00            |
| Warrant Officer                           | 7419         | SR08 | 0                | 0               | 7                | 7.00            | 7                | 7.00            |
| <b>32000 Total Positions and FTE</b>      |              |      | <b>0</b>         | <b>0</b>        | <b>24</b>        | <b>20.97</b>    | <b>24</b>        | <b>20.97</b>    |
| <b>All Funds Total and FTE</b>            |              |      | <b>107</b>       | <b>96.9</b>     | <b>118</b>       | <b>109.2</b>    | <b>121</b>       | <b>111.69</b>   |

## 27 General Sessions Court–At a Glance

| <b>Vision</b>                      | Metropolitan General Sessions Court is “The Court of First Resort” that will provide to all individuals: equal access, professional and impartial treatment, and timely resolution of all court matters.   |                           |                           |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |        |                           |                           |                           |                           |                                |  |  |  |                              |          |           |          |                   |   |   |   |                       |   |   |   |                              |                        |                         |                        |                     |           |           |           |           |   |       |       |                       |                           |                           |                           |  |  |  |
|------------------------------------|--|---------------------------|---------------------------|----------------|----------------|------------------------------------|--|--|--|------------------|-------------|-------------|-------------|-----------------------|---|---|--------|---------------------------|---------------------------|---------------------------|---------------------------|--------------------------------|--|--|--|------------------------------|----------|-----------|----------|-------------------|---|---|---|-----------------------|---|---|---|------------------------------|------------------------|-------------------------|------------------------|---------------------|-----------|-----------|-----------|-----------|---|-------|-------|-----------------------|---------------------------|---------------------------|---------------------------|--|--|--|
| <b>Mission</b>                     | Metropolitan General Sessions Court is committed to excellence in administering justice and is a contributing partner working toward a safe and vital community in Nashville-Davidson County.  |                           |                           |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |        |                           |                           |                           |                           |                                |  |  |  |                              |          |           |          |                   |   |   |   |                       |   |   |   |                              |                        |                         |                        |                     |           |           |           |           |   |       |       |                       |                           |                           |                           |  |  |  |
| <b>Budget Summary</b>              | <table><thead><tr><th></th><th><u>2000-01</u></th><th><u>2001-02</u></th><th><u>2002-03</u></th></tr></thead><tbody><tr><td><b>Expenditures and Transfers:</b></td><td></td><td></td><td></td></tr><tr><td>GSD General Fund</td><td>\$7,419,303</td><td>\$7,984,612</td><td>\$8,497,498</td></tr><tr><td>Special purpose funds</td><td>0</td><td>0</td><td>71,635</td></tr><tr><td><b>Total Expenditures</b></td><td><u><b>\$7,419,303</b></u></td><td><u><b>\$7,984,612</b></u></td><td><u><b>\$8,569,133</b></u></td></tr><tr><td><b>Revenues and Transfers:</b></td><td></td><td></td><td></td></tr><tr><td>Charges, Commissions, &amp; Fees</td><td>\$63,000</td><td>\$102,375</td><td>\$93,000</td></tr><tr><td>Other Governments</td><td>0</td><td>0</td><td>0</td></tr><tr><td>Other Program Revenue</td><td>0</td><td>0</td><td>0</td></tr><tr><td><b>Total Program Revenue</b></td><td><u><b>\$63,000</b></u></td><td><u><b>\$102,375</b></u></td><td><u><b>\$93,000</b></u></td></tr><tr><td>Non-program Revenue</td><td>1,302,400</td><td>1,439,000</td><td>1,236,000</td></tr><tr><td>Transfers</td><td>0</td><td>1,300</td><td>1,300</td></tr><tr><td><b>Total Revenues</b></td><td><u><b>\$1,365,400</b></u></td><td><u><b>\$1,542,675</b></u></td><td><u><b>\$1,330,300</b></u></td></tr></tbody></table> |                           | <u>2000-01</u>            | <u>2001-02</u> | <u>2002-03</u> | <b>Expenditures and Transfers:</b> |  |  |  | GSD General Fund | \$7,419,303 | \$7,984,612 | \$8,497,498 | Special purpose funds | 0 | 0 | 71,635 | <b>Total Expenditures</b> | <u><b>\$7,419,303</b></u> | <u><b>\$7,984,612</b></u> | <u><b>\$8,569,133</b></u> | <b>Revenues and Transfers:</b> |  |  |  | Charges, Commissions, & Fees | \$63,000 | \$102,375 | \$93,000 | Other Governments | 0 | 0 | 0 | Other Program Revenue | 0 | 0 | 0 | <b>Total Program Revenue</b> | <u><b>\$63,000</b></u> | <u><b>\$102,375</b></u> | <u><b>\$93,000</b></u> | Non-program Revenue | 1,302,400 | 1,439,000 | 1,236,000 | Transfers | 0 | 1,300 | 1,300 | <b>Total Revenues</b> | <u><b>\$1,365,400</b></u> | <u><b>\$1,542,675</b></u> | <u><b>\$1,330,300</b></u> |  |  |  |
|                                    | <u>2000-01</u>   | <u>2001-02</u>            | <u>2002-03</u>            |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |        |                           |                           |                           |                           |                                |  |  |  |                              |          |           |          |                   |   |   |   |                       |   |   |   |                              |                        |                         |                        |                     |           |           |           |           |   |       |       |                       |                           |                           |                           |  |  |  |
| <b>Expenditures and Transfers:</b> |  |                           |                           |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |        |                           |                           |                           |                           |                                |  |  |  |                              |          |           |          |                   |   |   |   |                       |   |   |   |                              |                        |                         |                        |                     |           |           |           |           |   |       |       |                       |                           |                           |                           |  |  |  |
| GSD General Fund                   | \$7,419,303  | \$7,984,612               | \$8,497,498               |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |        |                           |                           |                           |                           |                                |  |  |  |                              |          |           |          |                   |   |   |   |                       |   |   |   |                              |                        |                         |                        |                     |           |           |           |           |   |       |       |                       |                           |                           |                           |  |  |  |
| Special purpose funds              | 0  | 0                         | 71,635                    |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |        |                           |                           |                           |                           |                                |  |  |  |                              |          |           |          |                   |   |   |   |                       |   |   |   |                              |                        |                         |                        |                     |           |           |           |           |   |       |       |                       |                           |                           |                           |  |  |  |
| <b>Total Expenditures</b>          | <u><b>\$7,419,303</b></u>  | <u><b>\$7,984,612</b></u> | <u><b>\$8,569,133</b></u> |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |        |                           |                           |                           |                           |                                |  |  |  |                              |          |           |          |                   |   |   |   |                       |   |   |   |                              |                        |                         |                        |                     |           |           |           |           |   |       |       |                       |                           |                           |                           |  |  |  |
| <b>Revenues and Transfers:</b>     |  |                           |                           |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |        |                           |                           |                           |                           |                                |  |  |  |                              |          |           |          |                   |   |   |   |                       |   |   |   |                              |                        |                         |                        |                     |           |           |           |           |   |       |       |                       |                           |                           |                           |  |  |  |
| Charges, Commissions, & Fees       | \$63,000   | \$102,375                 | \$93,000                  |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |        |                           |                           |                           |                           |                                |  |  |  |                              |          |           |          |                   |   |   |   |                       |   |   |   |                              |                        |                         |                        |                     |           |           |           |           |   |       |       |                       |                           |                           |                           |  |  |  |
| Other Governments                  | 0  | 0                         | 0                         |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |        |                           |                           |                           |                           |                                |  |  |  |                              |          |           |          |                   |   |   |   |                       |   |   |   |                              |                        |                         |                        |                     |           |           |           |           |   |       |       |                       |                           |                           |                           |  |  |  |
| Other Program Revenue              | 0  | 0                         | 0                         |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |        |                           |                           |                           |                           |                                |  |  |  |                              |          |           |          |                   |   |   |   |                       |   |   |   |                              |                        |                         |                        |                     |           |           |           |           |   |       |       |                       |                           |                           |                           |  |  |  |
| <b>Total Program Revenue</b>       | <u><b>\$63,000</b></u>   | <u><b>\$102,375</b></u>   | <u><b>\$93,000</b></u>    |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |        |                           |                           |                           |                           |                                |  |  |  |                              |          |           |          |                   |   |   |   |                       |   |   |   |                              |                        |                         |                        |                     |           |           |           |           |   |       |       |                       |                           |                           |                           |  |  |  |
| Non-program Revenue                | 1,302,400  | 1,439,000                 | 1,236,000                 |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |        |                           |                           |                           |                           |                                |  |  |  |                              |          |           |          |                   |   |   |   |                       |   |   |   |                              |                        |                         |                        |                     |           |           |           |           |   |       |       |                       |                           |                           |                           |  |  |  |
| Transfers                          | 0  | 1,300                     | 1,300                     |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |        |                           |                           |                           |                           |                                |  |  |  |                              |          |           |          |                   |   |   |   |                       |   |   |   |                              |                        |                         |                        |                     |           |           |           |           |   |       |       |                       |                           |                           |                           |  |  |  |
| <b>Total Revenues</b>              | <u><b>\$1,365,400</b></u>  | <u><b>\$1,542,675</b></u> | <u><b>\$1,330,300</b></u> |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |        |                           |                           |                           |                           |                                |  |  |  |                              |          |           |          |                   |   |   |   |                       |   |   |   |                              |                        |                         |                        |                     |           |           |           |           |   |       |       |                       |                           |                           |                           |  |  |  |
| <b>Positions</b>                   | Total Budgeted Positions   | 155                       | 159                       | 162            |                |                                    |  |  |  |                  |             |             |             |                       |   |   |        |                           |                           |                           |                           |                                |  |  |  |                              |          |           |          |                   |   |   |   |                       |   |   |   |                              |                        |                         |                        |                     |           |           |           |           |   |       |       |                       |                           |                           |                           |  |  |  |
| <b>Contacts</b>                    | Presiding Judge for 2001-02: John Aaron Holt    email: johnholt@jis.nashville.org<br>Financial Manager: Warner Hassell    email: warnerhassell@jis.nashville.org<br><br>Ben West Building 37201    Phone: 862-8317    FAX: 880-2711  |                           |                           |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |        |                           |                           |                           |                           |                                |  |  |  |                              |          |           |          |                   |   |   |   |                       |   |   |   |                              |                        |                         |                        |                     |           |           |           |           |   |       |       |                       |                           |                           |                           |  |  |  |

### Organizational Structure



# 27 General Sessions Court—At a Glance

## Budget Highlights FY 2003

|  |                  |
|--|------------------|
| • Add one Probation Officer 1 to allow part-time supervisor to become full-time supervisor                 | \$33,000         |
| • Add one Pretrial Services Officer 1 to assist Night Court Commissioner implement bond release procedures | 33,000           |
| • Pay Plan/Benefit adjustments   | 250,000          |
| • Judges COLA  | 35,800           |
| • Contingency for additional Judicial Commissioners  | 200,000          |
| • Non-recurring adjustment for DUI Instructor Bonuses FY 02  | -4,800           |
| • Fleet Management Consolidation net adjustment  | -2,202           |
| • Information Systems billings   | -11,057          |
| • Background Check fees  | 2,400            |
| • Telecommunication net adjustment   | -23,255          |
| Total  | <u>\$512,886</u> |

## Overview

### GENERAL SESSIONS JUDGES

The Court Judges of the Metropolitan General Sessions Court of Nashville-Davidson County is a high volume, limited jurisdiction Court that was first established in 1937. It has grown to an 11 division Court that handles civil cases with monetary limits not greater than \$15,000. The criminal case jurisdiction covers preliminary hearings in felony cases and misdemeanor trials in which the defendant waives the right to a jury. Since it is not a "court of record", its decisions are subject to appeal. Since 1971, this Court has been authorized under the Metropolitan Charter to handle Metropolitan ordinance violations involving traffic, environmental, and other county ordinance violations. The General Sessions judges are elected to an eight-year term.

In addition to the eleven (11) judges, a part-time referee conducts the initial hearings for environmental cases and the non-traffic Metro ordinance violations, and five (5) law trained judicial commissioners preside over Night Court 24 hours per day, 365 days per year.

The General Sessions Courts have dockets that adjudicate the following types of cases: criminal bond, traffic, civil, driver license, jail review, orders of protection, domestic violence, environmental, emergency committals, special committals, state traffic and felony drug, probation, and Mental Health Court.

The court projects will cover its funding needs through the collection of affiliated service fees, fines and court costs, and litigation tax—all monies provided by only those who utilize the court's services.

### COURT OFFICERS

Each General Sessions Judge is assigned 2 court officers who ensures and maintains security and order in the courtroom. Their other duties include escorting defendants from the courtrooms to the correctional facilities, and monitoring and operating security devices as required.

### MENTAL HEALTH COURT

On December 1, 2000, a new Mental Health Court was established under the direction of the Division II judge and is being funded by a federal Edward Byrne Memorial grant and Metropolitan Government. The purpose of this court is to decrease the amount of jail time for the mentally challenged and coordinate effective treatment intervention upon case adjudication by the Court.

### COURT ADMINISTRATOR

Court Administrator serves as liaison between the General Sessions Judges and the other divisions of the court. The primary responsibility of the court Administrator is to oversee the fiscal, administrative, and operational requirements of the court as conducted in the divisional units of the General Sessions Court.

### ADMINISTRATION

The Administration Division performs the managerial and administrative duties involved in assisting the Presiding Judge in overseeing the daily operation of the Court. This responsibility includes, but is not limited to, the following: formulates and submits, on a continuous basis, recommendations for improving the efficiency and operation of the General Sessions Court; acts as a secretary in all matters of the Court. This division also performs other basic administrative responsibilities as follows: personnel management, fiscal management, caseload/docket management, automated office management, space and equipment management, grant management, court liaison, ensures Americans with Disabilities Act (ADA) and Title VI compliance, and research and advisory services. Grant management currently includes the Mental Health Grant and the multiple grants from the dedicated Driving Under the Influence (DUI) Excess Fine Account that is authorized pursuant to T.C.A. § 55-10-451 through 55-10-453. The Administration Division also maintains oversight of the 30102 DUI Excess Fine Fund.

### Driving Under the Influence (DUI) Excess Fine Fund

was established pursuant to T.C.A. § 55-10-453. The source of the revenue for this fund is \$100 of the DUI fine that is imposed in each respective court. Authorized expenditure categories from the designated fund are defined in the statute as follows: (1) Alcohol and Drug Treatment Facilities Licensed by Tennessee Department of Health; (2) Metropolitan Drug Commissions or other similar programs sanctioned by the Governor's Drug Free Tennessee program; (3) Non-profit organizations (501c3) whose primary mission is to educate the public on the dangers of illicit drug use or alcohol abuse or to render treatment of alcohol and drug addiction; and (4)

## 27 General Sessions Court–At a Glance

Organizations that operate drug and alcohol programs for the homeless or indigent.

### **PROBATION**

Activities of the Probation Division are as follows. Two probation officers work with each of the 11 judges and every week attend different dockets while maintaining office responsibilities. The domestic violence probation officers focus on supervising domestic violence offenders and referring them to the appropriate domestic violence treatment program designed to assist in the rehabilitation of the offender. The Probation Division monitors the activities of convicted misdemeanor defendants, offers a rigid drug-screening program, and oversees an extensive public service work program. This Division provides intensive case management of domestic violence offenders, and collects and distributes court ordered restitution for crime victims. The Courts use electronic monitoring as a sentencing alternative. Electronic monitoring allows participants, mostly probation violators, to pay a minimal fee per day for the privilege of wearing a tracking device rather than spending time in jail. Two staff members have responsibility for this service.

### **PRETRIAL SERVICES**

The Pretrial Services Division ensures a fair and equitable way for all eligible persons to be released from custody. Only those persons charged with misdemeanor offenses and some nonviolent felonies, who meet financial hardship and custody release conditions, are eligible for pretrial supervision. Pretrial Service Officers monitor persons for compliance until trial. Another service under the office is Pretrial Diversion, a program for first-time nonviolent

offenders who must make restitution, perform public service work and submit to drug screening for up to two years.

### **SAFETY CENTER**

The Safety Center administers both a state licensed DUI School and a National Safety Council recognized Traffic Safety School. The DUI school offers a 20 hour "Prime for Life" curriculum and assessment for the chemically impaired drivers who have alcohol related driving convictions. The Traffic Safety School offers the first offender defensive driving and "Alive at 25" traffic classes. The "Alive at 25" classes are administered by Court personnel in 8 Metro High Schools. The Safety programs serve as educational alternatives to monetary retribution but are self-sustained through the collection of enrollment fees that top the \$1,000,000.00 mark. The safety programs are part of the General Sessions Court's approach to promoting safer driving habits among the county's motoring public.

### **JUDICIAL COMMISSIONERS**

Night Court is the first step in the justice process with a staff of five judicial commissioners working shifts presiding over proceedings that take place twenty-four hours a day, 365 days a week. Commissioners conduct probable cause hearings, issue warrants and set bail bonds in criminal cases and issue ex parte orders of protection, as well as citations for violations of such orders and issue property seizure warrants upon probable cause.

## 27 General Sessions Court–Performance

| Objectives   | Performance Measures  | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|---|-------------------|--------------------|-------------------|-------------------|
| <b>GENERAL SESSIONS JUDGES</b>   |   |                   |                    |                   |                   |
| 1. Handle all civil and criminal limited jurisdiction cases as well as Metro Traffic and State Traffic cases.                                  | a. Total civil and criminal docketed caseload   | 207,000           | 192,144            | 205,000           | 200,000           |
|  | b. Metro traffic docketed caseload  | 258,000           | 206,400            | 250,000           | 210,000           |
|  | c. State traffic docketed caseload  | 15,600            | 12,182             | 14,500            | 12,500            |
| <b>MENTAL HEALTH COURT</b>   |   |                   |                    |                   |                   |
| 1. Develop a referral base for potential clients.  | a. Percentage of referrals to community mental health agencies                              | 100%              | 100%               | 100%              | 100%              |
|  | b. Percentage of completed evaluations  | 60%               | 60%                | 80%               | 80%               |
|  | c. Percentage of Metro agencies the Court utilizes  | 75%               | 85%                | 100%              | 100%              |
| 2. Provide mental health assessment upon request.  | Percentage of completed evaluations   | 80%               | 80%                | 100%              | 80%               |
| 3. Diversion to pre-adjudication status and reduce recidivism of court clients.  | a. Percentage of post adjudication clients  | 60%               | 70%                | 80%               | 50%               |
|  | b. Percentage of pre-adjudication clients   | 40%               | 30%                | 20%               | 50%               |
|  | c. Percentage of re-arrests   | na                | na                 | 18%               | 18%               |
| <b>ADMINISTRATION</b>  |   |                   |                    |                   |                   |
| 1. Provide administrative and human resource management for the court.   | Total number of employees (excluding part-time) serviced by the Court Administration Office | 124               | 124                | 126               | 126               |
| 2. Provide fiscal management for the court.  | <i>Operating Budget, 4% Fund Account, Federal Grants</i>                                    | \$8,522,219       | \$7,710,374        | \$8,646,436       | \$8,905,829       |
| 3. Provide automated office management support for the court.  | Number of personal computers supported  | 82                | 82                 | 94                | 94                |
| 4. Develop and publish the court's annual report.  | Annual report published   | 1                 | 1                  | 1                 | 1                 |
| 5. Performs grant management services for the Court  | a. Mental Health grant  | 53,458            | 53,458             | 106,114           | 106,114           |
|  | b. Grants from dedicated Excess DUI Fine Account  | na                | na                 | na                | 85,000            |
| 6. The Office of Court Administration monitors compliance of the multiple contracts that are administered from the 30102 DUI Excess Fine Fund. | Number of contracts   | na                | na                 | na                | 5                 |

## 27 General Sessions Court–Performance

| Objectives   | Performance Measures        | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-----------------------------|-------------------|--------------------|-------------------|-------------------|
| 7. The Office of Court Administration manages the funding of the contracts that are disbursed from the 30102 DUI Excess Fine Fund. | Amount of funding disbursed | na                | na                 | na                | \$85,000          |

### PROBATION

|  |  |     |     |     |     |
|--|--|-----|-----|-----|-----|
| 1. Reduction of the number of re-arrests and non-compliance cases in the supervision of assigned probation cases.  | Percentage of re-arrest and non-compliance issued (Total number of probation cases: 4,084; average caseload per PO: 185) | 15% | 18% | 15% | 15% |
| 2. a) ensure probationers' compliance with court's random drug screen policy, b) confront and intervene on drug using clients to promote non-use lifestyles. | Reduction of positive test results on retest by percentage (Total number of tests run: 2,500)                            | 5   | 2   | 3   | 3   |
| 3. To provide a creditable, legitimate and less costly alternative sentencing program to non-violent offenders.  | Total number of clients in program (Average number of clients per month: 37)   | 230 | 197 | 215 | 230 |

### PRETRIAL SERVICES

|   |  |        |        |        |        |
|---|--|--------|--------|--------|--------|
| 1. Reduce the jail population by ensuring the speedy release from custody/detention of accused persons who meet Pretrial Services release conditions. | a. Number of persons arrested by criminal warrant                              | 37,600 | 32,740 | 34,500 | 34,848 |
|   | b. Number of persons released  | 5,701  | 4,176  | 5,200  | 5,200  |
|   | c. Percentage of persons arrested by criminal warrant that were released       | 16%    | 13%    | 15%    | 15%    |
| 2. Provide pretrial release services for all eligible defendants.   | a. Number of persons arrested by criminal warrant                              | 37,600 | 32,740 | 34,500 | 34,845 |
|   | b. Number of persons interviewed   | 34,702 | 31,373 | 32,225 | 32,500 |
|   | c. Percentage of persons arrested by criminal warrant that were interviewed    | 92%    | 96%    | 93%    | 93%    |
| 3. Reduce the number of defendants that do not receive dispositions on criminal charges.  | Number of defendants not appearing in court (excluding driver license charges) | 550/10 | 495/9  | 530/10 | 525/9  |

### SAFETY CENTER

|                                    |  |          |          |          |          |
|------------------------------------|--|----------|----------|----------|----------|
| 1. Maintain a licensed DUI School. | a. Annual compliance with the State Licensure Regulations  | Licensed | Licensed | Licensed | Licensed |
|                                    | b. Maintain enrollment compliance rates of 75% of Court Referrals using case management services | 75%      | 77.44%   | 75%      | 75%      |

## 27 General Sessions Court–Performance

| Objectives  | Performance Measures  | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|---|---|-------------------|--------------------|-------------------|-------------------|
|   | c. Maintain completion rates of 60% of enrolled cases   | 60%               | 69.75%             | 60%               | 60%               |
| 2. Maintain the "Training Agency Agreement" for Defensive Driving classes with the National Safety Council. | a. Annual compliance with the National Safety Council   | Compliance        | Compliance         | Compliance        | Compliance        |
|   | b. Maintain completion rates of 60% of Court Referrals  | 60%               | 68.11%             | 60%               | 60%               |
| 3. Maintain the "Alive at 25" Traffic Safety Prevention Program in Metro Schools' Wellness Classes          | a. Maintain school participation 8/11 schools   | 8 schools         | 8 schools          | 8 schools         | 8 schools         |
|   | b. Maintain enrollment compliance rates of 70% of Wellness Students (3,716 total in Wellness classes) | 70%               | 73.06%             | 70%               | 70%               |
|   | c. Maintain completion rates of 54% of Wellness Students (3,716 total in Wellness Classes)            | 54%               | 56.56%             | 54%               | 54%               |



# 27 General Sessions Court–Financial

## General Sessions Court GSD General Fund

| EXPENSE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>OPERATING EXPENSE:</b>                        |                   |                    |                   |                   |
| <b>PERSONAL SERVICES:</b>                        |                   |                    |                   |                   |
| Salary Expense                                   | 5,570,421         | 5,556,798          | 6,001,672         | 6,308,072         |
| Fringe Benefits                                  | 1,335,695         | 1,335,600          | 1,387,168         | 1,427,768         |
| Per Diem & Other Fees                            | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL PERSONAL SERVICES</b>                   | <b>6,906,116</b>  | <b>6,892,398</b>   | <b>7,388,840</b>  | <b>7,735,840</b>  |
| <b>OTHER SERVICES:</b>                           |                   |                    |                   |                   |
| Utilities  | 200               | 0                  | 0                 | 0                 |
| Professional Services                            | 9,157             | 7,099              | 8,942             | 208,942           |
| Purchased Services                               | 68,581            | 64,450             | 66,862            | 69,262            |
| Travel   | 56,616            | 45,186             | 56,616            | 56,616            |
| Communications                                   | 220               | 87                 | 220               | 220               |
| Printing   | 4,040             | 2,944              | 3,550             | 3,550             |
| Advertising & Promotion                          | 0                 | 0                  | 0                 | 0                 |
| Subscriptions                                    | 12,183            | 10,783             | 11,551            | 11,551            |
| Tuition, Reg., & Membership Dues                 | 30,070            | 33,891             | 34,470            | 34,470            |
| Repairs & Maintenance Services                   | 16,668            | 19,308             | 21,118            | 21,118            |
| Internal Service Fees                            | 133,371           | 143,612            | 192,211           | 155,697           |
| <b>TOTAL OTHER SERVICES</b>                      | <b>331,106</b>    | <b>327,360</b>     | <b>395,540</b>    | <b>561,426</b>    |
| <b>OTHER EXPENSE:</b>                            |                   |                    |                   |                   |
| Supplies and Materials                           | 146,145           | 137,949            | 164,567           | 164,567           |
| Misc. Other Expenses & Payments                  | 100               | 0                  | 100               | 100               |
| Fixed Charges                                    | 13,800            | 19,280             | 17,600            | 17,600            |
| Licenses, Permits, & Fees                        | 1,000             | 1,120              | 2,200             | 2,200             |
| Taxes  | 2,400             | 4,400              | 2,400             | 2,400             |
| Grant Contributions & Awards                     | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL OTHER EXPENSE</b>                       | <b>163,445</b>    | <b>162,749</b>     | <b>186,867</b>    | <b>186,867</b>    |
| <b>PENSION, ANNUITY, DEBT, &amp; OTHER COSTS</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>EQUIPMENT, BUILDINGS, &amp; LAND</b>          | <b>5,271</b>      | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>SPECIAL PROJECTS</b>                          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL OPERATING EXPENSE</b>                   | <b>7,405,938</b>  | <b>7,382,507</b>   | <b>7,971,247</b>  | <b>8,484,133</b>  |
| <b>TRANSFERS TO OTHER FUNDS &amp; UNITS:</b>     | <b>13,365</b>     | <b>10,554</b>      | <b>13,365</b>     | <b>13,365</b>     |
| <b>TOTAL EXPENSE AND TRANSFERS</b>               | <b>7,419,303</b>  | <b>7,393,061</b>   | <b>7,984,612</b>  | <b>8,497,498</b>  |

## 27 General Sessions Court–Financial

### General Sessions Court GSD General Fund

| REVENUE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>PROGRAM REVENUE:</b>                          |                   |                    |                   |                   |
| <b>Charges, Commissions, &amp; Fees</b>          |                   |                    |                   |                   |
| Charges For Current Services                     | 63,000            | 110,866            | 102,375           | 93,000            |
| Commissions and Fees                             | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Charges, Commissions, &amp; Fees</b> | <b>63,000</b>     | <b>110,866</b>     | <b>102,375</b>    | <b>93,000</b>     |
| <b>Other Governments &amp; Agencies</b>          |                   |                    |                   |                   |
| Federal Direct                                   | 0                 | 0                  | 0                 | 0                 |
| Federal Through State                            | 0                 | 0                  | 0                 | 0                 |
| Federal Through Other Pass-Through               | 0                 | 0                  | 0                 | 0                 |
| State Direct                                     | 0                 | 0                  | 0                 | 0                 |
| Other Government Agencies                        | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Governments &amp; Agencies</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>Other Program Revenue</b>                     |                   |                    |                   |                   |
| Contributions and Gifts                          | 0                 | 0                  | 0                 | 0                 |
| Miscellaneous Revenue                            | 0                 | 0                  | 0                 | 0                 |
| Use of Money or Property                         | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Program Revenue</b>            | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL PROGRAM REVENUE</b>                     | <b>63,000</b>     | <b>110,866</b>     | <b>102,375</b>    | <b>93,000</b>     |
| <b>NON-PROGRAM REVENUE:</b>                      |                   |                    |                   |                   |
| Property Taxes                                   | 0                 | 0                  | 0                 | 0                 |
| Local Option Sales Tax                           | 0                 | 0                  | 0                 | 0                 |
| Other Taxes, Licenses, & Permits                 | 0                 | 0                  | 0                 | 0                 |
| Fines, Forfeits, & Penalties                     | 1,302,400         | 1,451,179          | 1,439,000         | 1,236,000         |
| Compensation From Property                       | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL NON-PROGRAM REVENUE</b>                 | <b>1,302,400</b>  | <b>1,451,179</b>   | <b>1,439,000</b>  | <b>1,236,000</b>  |
| <b>TRANSFERS FROM OTHER FUNDS AND UNITS:</b>     | <b>0</b>          | <b>1,824</b>       | <b>1,300</b>      | <b>1,300</b>      |
| <b>TOTAL REVENUE AND TRANSFERS</b>               | <b>1,365,400</b>  | <b>1,563,869</b>   | <b>1,542,675</b>  | <b>1,330,300</b>  |

## 27 General Sessions Court–Financial

**General Sessions Court  
DUI Offender  
Special Purpose Fund**

| <b>EXPENSE AND TRANSFERS</b>                     | <b>FY 2001<br/>Budget</b> | <b>FY 2001<br/>Actuals</b> | <b>FY 2002<br/>Budget</b> | <b>FY 2003<br/>Budget</b> |
|--|---------------------------|----------------------------|---------------------------|---------------------------|
| <b>OPERATING EXPENSE:</b>                        |                           |                            |                           |                           |
| <b>PERSONAL SERVICES:</b>                        |                           |                            |                           |                           |
| Salary Expense                                   | 0                         | 0                          | 0                         | 0                         |
| Fringe Benefits                                  | 0                         | 0                          | 0                         | 0                         |
| Per Diem & Other Fees                            | 0                         | 0                          | 0                         | 0                         |
| <b>TOTAL PERSONAL SERVICES</b>                   | <b>0</b>                  | <b>0</b>                   | <b>0</b>                  | <b>0</b>                  |
| <b>OTHER SERVICES:</b>                           |                           |                            |                           |                           |
| Utilities  | 0                         | 0                          | 0                         | 0                         |
| Professional Services                            | 0                         | 52,432                     | 0                         | 35,699                    |
| Purchased Services                               | 0                         | 0                          | 0                         | 0                         |
| Travel   | 0                         | 0                          | 0                         | 0                         |
| Communications                                   | 0                         | 0                          | 0                         | 0                         |
| Printing   | 0                         | 0                          | 0                         | 0                         |
| Advertising & Promotion                          | 0                         | 0                          | 0                         | 0                         |
| Subscriptions                                    | 0                         | 0                          | 0                         | 0                         |
| Tuition, Reg., & Membership Dues                 | 0                         | 0                          | 0                         | 0                         |
| Repairs & Maintenance Services                   | 0                         | 0                          | 0                         | 0                         |
| Internal Service Fees                            | 0                         | 0                          | 0                         | 0                         |
| <b>TOTAL OTHER SERVICES</b>                      | <b>0</b>                  | <b>52,432</b>              | <b>0</b>                  | <b>35,699</b>             |
| <b>OTHER EXPENSE:</b>                            |                           |                            |                           |                           |
| Supplies and Materials                           | 0                         | 6,330                      | 0                         | 12,000                    |
| Misc. Other Expenses & Payments                  | 0                         | 0                          | 0                         | 0                         |
| Fixed Charges                                    | 0                         | 0                          | 0                         | 0                         |
| Licenses, Permits, & Fees                        | 0                         | 0                          | 0                         | 0                         |
| Taxes  | 0                         | 0                          | 0                         | 0                         |
| Grant Contributions & Awards                     | 0                         | 0                          | 0                         | 23,936                    |
| <b>TOTAL OTHER EXPENSE</b>                       | <b>0</b>                  | <b>6,330</b>               | <b>0</b>                  | <b>35,936</b>             |
| <b>PENSION, ANNUITY, DEBT, &amp; OTHER COSTS</b> | <b>0</b>                  | <b>0</b>                   | <b>0</b>                  | <b>0</b>                  |
| <b>EQUIPMENT, BUILDINGS, &amp; LAND</b>          | <b>0</b>                  | <b>0</b>                   | <b>0</b>                  | <b>0</b>                  |
| <b>SPECIAL PROJECTS</b>                          | <b>0</b>                  | <b>0</b>                   | <b>0</b>                  | <b>0</b>                  |
| <b>TOTAL OPERATING EXPENSE</b>                   | <b>0</b>                  | <b>58,762</b>              | <b>0</b>                  | <b>71,635</b>             |
| <b>TRANSFERS TO OTHER FUNDS &amp; UNITS:</b>     | <b>0</b>                  | <b>0</b>                   | <b>0</b>                  | <b>0</b>                  |
| <b>TOTAL EXPENSE AND TRANSFERS</b>               | <b>0</b>                  | <b>58,762</b>              | <b>0</b>                  | <b>71,635</b>             |

## 27 General Sessions Court–Financial

**General Sessions Court  
DUI Offender  
Special Purpose Fund**

|  | <b>FY 2001<br/>Budget</b> | <b>FY 2001<br/>Actuals</b> | <b>FY 2002<br/>Budget</b> | <b>FY 2003<br/>Budget</b> |
|--|---------------------------|----------------------------|---------------------------|---------------------------|
| <b>REVENUE AND TRANSFERS</b>                     |                           |                            |                           |                           |
| <b>PROGRAM REVENUE:</b>                          |                           |                            |                           |                           |
| <b>Charges, Commissions, &amp; Fees</b>          |                           |                            |                           |                           |
| Charges For Current Services                     | 0                         | 0                          | 0                         | 0                         |
| Commissions and Fees                             | 0                         | 0                          | 0                         | 0                         |
| <b>Subtotal Charges, Commissions, &amp; Fees</b> | <b>0</b>                  | <b>0</b>                   | <b>0</b>                  | <b>0</b>                  |
| <b>Other Governments &amp; Agencies</b>          |                           |                            |                           |                           |
| Federal Direct                                   | 0                         | 0                          | 0                         | 0                         |
| Federal Through State                            | 0                         | 0                          | 0                         | 0                         |
| Federal Through Other Pass-Through               | 0                         | 0                          | 0                         | 0                         |
| State Direct                                     | 0                         | 0                          | 0                         | 0                         |
| Other Government Agencies                        | 0                         | 0                          | 0                         | 0                         |
| <b>Subtotal Other Governments &amp; Agencies</b> | <b>0</b>                  | <b>0</b>                   | <b>0</b>                  | <b>0</b>                  |
| <b>Other Program Revenue</b>                     |                           |                            |                           |                           |
| Contributions and Gifts                          | 0                         | 0                          | 0                         | 0                         |
| Miscellaneous Revenue                            | 0                         | 0                          | 0                         | 0                         |
| Use of Money or Property                         | 0                         | 0                          | 0                         | 0                         |
| <b>Subtotal Other Program Revenue</b>            | <b>0</b>                  | <b>0</b>                   | <b>0</b>                  | <b>0</b>                  |
| <b>TOTAL PROGRAM REVENUE</b>                     | <b>0</b>                  | <b>0</b>                   | <b>0</b>                  | <b>0</b>                  |
| <b>NON-PROGRAM REVENUE:</b>                      |                           |                            |                           |                           |
| Property Taxes                                   | 0                         | 0                          | 0                         | 0                         |
| Local Option Sales Tax                           | 0                         | 0                          | 0                         | 0                         |
| Other Taxes, Licenses, & Permits                 | 0                         | 0                          | 0                         | 0                         |
| Fines, Forfeits, & Penalties                     | 0                         | 75,766                     | 0                         | 0                         |
| Compensation From Property                       | 0                         | 0                          | 0                         | 0                         |
| <b>TOTAL NON-PROGRAM REVENUE</b>                 | <b>0</b>                  | <b>75,766</b>              | <b>0</b>                  | <b>0</b>                  |
| <b>TRANSFERS FROM OTHER FUNDS AND UNITS:</b>     | <b>0</b>                  | <b>0</b>                   | <b>0</b>                  | <b>0</b>                  |
| <b>TOTAL REVENUE AND TRANSFERS</b>               | <b>0</b>                  | <b>75,766</b>              | <b>0</b>                  | <b>0</b>                  |

## 27 General Sessions Court–Financial

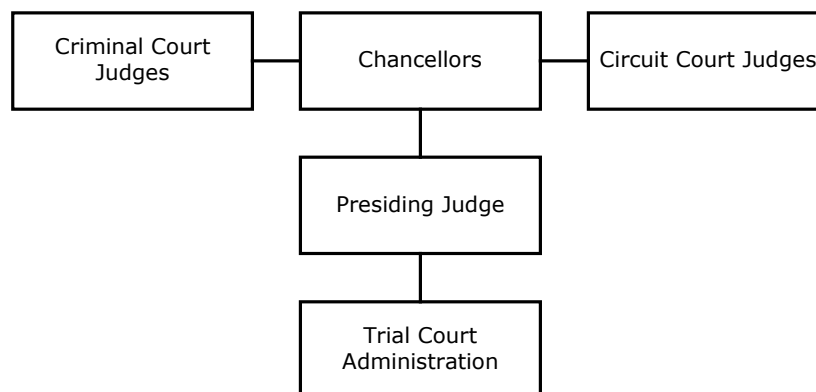
**Reminder:** Some classifications were deleted and new classifications (class number 10000 and above) were added to implement the 2002 Reclassification Study & Pay Plan. Many of the class changes from FY 2001 to FY 2002 were due to implementing that Study.

|   |              |      | FY 2001          |                 | FY 2002          |                 | FY 2003          |                 |
|---|--------------|------|------------------|-----------------|------------------|-----------------|------------------|-----------------|
| <u>Class</u>                                      | <u>Grade</u> |      | <u>Bud. Pos.</u> | <u>Bud. FTE</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> |
| <b>27 General Sessions Court - GSD Fund 10101</b> |              |      |                  |                 |                  |                 |                  |                 |
| Admin Services Officer 2                          | 7243         | SR08 | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Admin Services Officer 3                          | 7244         | SR10 | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Administrative Assistant                          | 7241         | SR09 | 6                | 6.0             | 6                | 6.0             | 6                | 6.0             |
| Administrative Assistant 1                        | 7240         | GS06 | 3                | 3.0             | 3                | 3.0             | 0                | 0.0             |
| Court Administrator                               | 1339         | SR15 | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Customer Service Rep 1                            | 7283         | GS03 | 2                | 2.0             | 3                | 3.0             | 0                | 0.0             |
| Customer Service Rep 2                            | 6855         | GS04 | 1                | 1.0             | 1                | 1.0             | 0                | 0.0             |
| Electr Monitoring Supervisor                      | 10106        | SR10 | 0                | 0.0             | 0                | 0.0             | 1                | 1.0             |
| Electronic Monitoring Spec                        | 10105        | SR08 | 0                | 0.0             | 0                | 0.0             | 1                | 1.0             |
| General Session Judge                             | 2233         | EL   | 11               | 11.0            | 11               | 11.0            | 11               | 11.0            |
| Info Systems Analyst I                            | 7779         | SR10 | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Judicial Assistant 1                              | 7790         | JS02 | 22               | 22.0            | 22               | 22.0            | 22               | 22.0            |
| Judicial Comm - Gen Ses Ct                        | 10317        | JS   | 0                | 0.0             | 0                | 0.0             | 5                | 5.0             |
| Judicial Commissioner                             | 6559         | GS12 | 5                | 5.0             | 5                | 5.0             | 0                | 0.0             |
| Office Supt Rep 1                                 | 10122        | SR06 | 0                | 0.0             | 0                | 0.0             | 3                | 3.0             |
| Office Supt Rep 2                                 | 10121        | SR05 | 0                | 0.0             | 0                | 0.0             | 1                | 1.0             |
| Office Supt Rep 3                                 | 10120        | SR04 | 0                | 0.0             | 0                | 0.0             | 1                | 1.0             |
| Office Supt Specialist 1                          | 10123        | SR07 | 0                | 0.0             | 0                | 0.0             | 4                | 4.0             |
| Pretrial Services Manager                         | 7370         | SR13 | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Pretrial Svc Officer 1                            | 7371         | SR08 | 7                | 7.0             | 8                | 8.0             | 8                | 8.0             |
| Pretrial Svc Officer 2                            | 7372         | SR10 | 8                | 8.0             | 8                | 8.0             | 9                | 9.0             |
| Pretrial Svc Supervisor                           | 7373         | SR11 | 3                | 3.0             | 3                | 3.0             | 3                | 3.0             |
| Prob And Pretrial Serv Dir                        | 7797         | SR14 | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Probation Officer 1                               | 7375         | SR08 | 14               | 14.0            | 14               | 14.0            | 13               | 13.0            |
| Probation Officer 2                               | 4710         | SR10 | 9                | 9.0             | 9                | 9.0             | 9                | 9.0             |
| Probation Officer 3                               | 5495         | SR12 | 4                | 4.0             | 4                | 4.0             | 4                | 4.0             |
| Program Coordinator                               | 6034         | SR09 | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Program Manager 1                                 | 7376         | SR11 | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Program Specialist I                              | 7378         | SR06 | 0                | 0.0             | 1                | 1.0             | 1                | 1.0             |
| Secretary 1                                       | 0060         | GS05 | 1                | 1.0             | 1                | 1.0             | 0                | 0.0             |
| Secretary 2                                       | 6146         | GS06 | 1                | 1.0             | 1                | 1.0             | 0                | 0.0             |
| Security Off 2 - Gen Sess Ct                      | 10317        | SR07 | 0                | 0.0             | 0                | 0.0             | 1                | 1.0             |
| Security Officer Coord                            | 7798         | SR09 | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Security Officer-Gen Sess Ct                      | 7399         | SR06 | 7                | 7.0             | 7                | 7.0             | 6                | 6.0             |
| Social Work Associate                             | 1820         | SR07 | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Social Worker 1                                   | 4949         | SR08 | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Social Worker 3                                   | 4835         | SR10 | 2                | 2.0             | 2                | 2.0             | 2                | 2.0             |
| Special Asst To Director                          | 5945         | SR13 | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Steno Clerk 1                                     | 6092         | SR04 | 4                | 4.0             | 4                | 4.0             | 4                | 4.0             |
| Steno Clerk 2                                     | 4840         | SR05 | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Traf Safety & Alc Edu Coord                       | 6454         | SR14 | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| <b>Total Positions &amp; FTE</b>                  |              |      | <b>124</b>       | <b>124</b>      | <b>127</b>       | <b>127</b>      | <b>129</b>       | <b>129</b>      |
| <b>27 General Sessions Court - GSD Fund 10101</b> |              |      |                  |                 |                  |                 |                  |                 |
| Part-time Seasonal                                | 9020         | NS   | <b>30</b>        | <b>6.7</b>      | <b>31</b>        | <b>7.2</b>      | <b>31</b>        | <b>7.2</b>      |
| <b>Mental Health Court Grant - Fund 32000</b>     |              |      |                  |                 |                  |                 |                  |                 |
| Social Worker 2                                   | 7260         | SR09 | 0                | 0.0             | 0                | 0.0             | 1                | 1.0             |
| Social Worker 3                                   | 4835         | SR10 | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| <b>Total Positions &amp; FTE</b>                  |              |      | <b>1</b>         | <b>1</b>        | <b>1</b>         | <b>1</b>        | <b>2</b>         | <b>2</b>        |

## 28 State Trial Courts–At a Glance

| <b>Vision</b>                      | Article IV, Constitution of the State of Tennessee.  |                           |                           |                |                |                                    |  |  |  |                  |             |             |             |                       |          |          |                |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |         |         |   |                       |          |          |               |                              |                         |                         |                        |                     |        |   |         |           |          |          |          |                       |                           |                         |                         |  |  |
|------------------------------------|--|---------------------------|---------------------------|----------------|----------------|------------------------------------|--|--|--|------------------|-------------|-------------|-------------|-----------------------|----------|----------|----------------|---------------------------|---------------------------|---------------------------|---------------------------|--------------------------------|--|--|--|------------------------------|-----|-----|-----|-------------------|---------|---------|---|-----------------------|----------|----------|---------------|------------------------------|-------------------------|-------------------------|------------------------|---------------------|--------|---|---------|-----------|----------|----------|----------|-----------------------|---------------------------|-------------------------|-------------------------|--|--|
| <b>Mission</b>                     | <p>Provides administrative services, jury management and security for the Circuit, Chancery, Criminal Courts and Probation. Effective November 1996, State Trial Courts assumed administrative and fiscal responsibility for the Community Corrections Program.</p> <p>Grant from the Tennessee Department of Corrections to provide a probation and supervision program for non-violent felons.</p> <p>Grant from the U.S. Department of Justice, through the State Office of Justice Programs, to support the Davidson County Drug Court with an intensive out-patient Alcohol and Drug Program.</p>   |                           |                           |                |                |                                    |  |  |  |                  |             |             |             |                       |          |          |                |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |         |         |   |                       |          |          |               |                              |                         |                         |                        |                     |        |   |         |           |          |          |          |                       |                           |                         |                         |  |  |
| <b>Budget Summary</b>              | <table><thead><tr><th></th><th><u>2000-01</u></th><th><u>2001-02</u></th><th><u>2002-03</u></th></tr></thead><tbody><tr><td><b>Expenditures and Transfers:</b></td><td></td><td></td><td></td></tr><tr><td>GSD General Fund</td><td>\$5,091,303</td><td>\$5,355,091</td><td>\$4,732,725</td></tr><tr><td>Special purpose funds</td><td><u>0</u></td><td><u>0</u></td><td><u>303,900</u></td></tr><tr><td><b>Total Expenditures</b></td><td><u><b>\$5,091,303</b></u></td><td><u><b>\$5,355,091</b></u></td><td><u><b>\$5,036,625</b></u></td></tr><tr><td><b>Revenues and Transfers:</b></td><td></td><td></td><td></td></tr><tr><td>Charges, Commissions, &amp; Fees</td><td>\$0</td><td>\$0</td><td>\$0</td></tr><tr><td>Other Governments</td><td>998,942</td><td>845,000</td><td>0</td></tr><tr><td>Other Program Revenue</td><td><u>0</u></td><td><u>0</u></td><td><u>14,400</u></td></tr><tr><td><b>Total Program Revenue</b></td><td><u><b>\$998,942</b></u></td><td><u><b>\$845,000</b></u></td><td><u><b>\$14,400</b></u></td></tr><tr><td>Non-program Revenue</td><td>44,000</td><td>0</td><td>288,000</td></tr><tr><td>Transfers</td><td><u>0</u></td><td><u>0</u></td><td><u>0</u></td></tr><tr><td><b>Total Revenues</b></td><td><u><b>\$1,042,942</b></u></td><td><u><b>\$845,000</b></u></td><td><u><b>\$302,400</b></u></td></tr></tbody></table>  |                           | <u>2000-01</u>            | <u>2001-02</u> | <u>2002-03</u> | <b>Expenditures and Transfers:</b> |  |  |  | GSD General Fund | \$5,091,303 | \$5,355,091 | \$4,732,725 | Special purpose funds | <u>0</u> | <u>0</u> | <u>303,900</u> | <b>Total Expenditures</b> | <u><b>\$5,091,303</b></u> | <u><b>\$5,355,091</b></u> | <u><b>\$5,036,625</b></u> | <b>Revenues and Transfers:</b> |  |  |  | Charges, Commissions, & Fees | \$0 | \$0 | \$0 | Other Governments | 998,942 | 845,000 | 0 | Other Program Revenue | <u>0</u> | <u>0</u> | <u>14,400</u> | <b>Total Program Revenue</b> | <u><b>\$998,942</b></u> | <u><b>\$845,000</b></u> | <u><b>\$14,400</b></u> | Non-program Revenue | 44,000 | 0 | 288,000 | Transfers | <u>0</u> | <u>0</u> | <u>0</u> | <b>Total Revenues</b> | <u><b>\$1,042,942</b></u> | <u><b>\$845,000</b></u> | <u><b>\$302,400</b></u> |  |  |
|                                    | <u>2000-01</u>   | <u>2001-02</u>            | <u>2002-03</u>            |                |                |                                    |  |  |  |                  |             |             |             |                       |          |          |                |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |         |         |   |                       |          |          |               |                              |                         |                         |                        |                     |        |   |         |           |          |          |          |                       |                           |                         |                         |  |  |
| <b>Expenditures and Transfers:</b> |  |                           |                           |                |                |                                    |  |  |  |                  |             |             |             |                       |          |          |                |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |         |         |   |                       |          |          |               |                              |                         |                         |                        |                     |        |   |         |           |          |          |          |                       |                           |                         |                         |  |  |
| GSD General Fund                   | \$5,091,303  | \$5,355,091               | \$4,732,725               |                |                |                                    |  |  |  |                  |             |             |             |                       |          |          |                |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |         |         |   |                       |          |          |               |                              |                         |                         |                        |                     |        |   |         |           |          |          |          |                       |                           |                         |                         |  |  |
| Special purpose funds              | <u>0</u>   | <u>0</u>                  | <u>303,900</u>            |                |                |                                    |  |  |  |                  |             |             |             |                       |          |          |                |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |         |         |   |                       |          |          |               |                              |                         |                         |                        |                     |        |   |         |           |          |          |          |                       |                           |                         |                         |  |  |
| <b>Total Expenditures</b>          | <u><b>\$5,091,303</b></u>  | <u><b>\$5,355,091</b></u> | <u><b>\$5,036,625</b></u> |                |                |                                    |  |  |  |                  |             |             |             |                       |          |          |                |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |         |         |   |                       |          |          |               |                              |                         |                         |                        |                     |        |   |         |           |          |          |          |                       |                           |                         |                         |  |  |
| <b>Revenues and Transfers:</b>     |  |                           |                           |                |                |                                    |  |  |  |                  |             |             |             |                       |          |          |                |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |         |         |   |                       |          |          |               |                              |                         |                         |                        |                     |        |   |         |           |          |          |          |                       |                           |                         |                         |  |  |
| Charges, Commissions, & Fees       | \$0  | \$0                       | \$0                       |                |                |                                    |  |  |  |                  |             |             |             |                       |          |          |                |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |         |         |   |                       |          |          |               |                              |                         |                         |                        |                     |        |   |         |           |          |          |          |                       |                           |                         |                         |  |  |
| Other Governments                  | 998,942  | 845,000                   | 0                         |                |                |                                    |  |  |  |                  |             |             |             |                       |          |          |                |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |         |         |   |                       |          |          |               |                              |                         |                         |                        |                     |        |   |         |           |          |          |          |                       |                           |                         |                         |  |  |
| Other Program Revenue              | <u>0</u>   | <u>0</u>                  | <u>14,400</u>             |                |                |                                    |  |  |  |                  |             |             |             |                       |          |          |                |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |         |         |   |                       |          |          |               |                              |                         |                         |                        |                     |        |   |         |           |          |          |          |                       |                           |                         |                         |  |  |
| <b>Total Program Revenue</b>       | <u><b>\$998,942</b></u>  | <u><b>\$845,000</b></u>   | <u><b>\$14,400</b></u>    |                |                |                                    |  |  |  |                  |             |             |             |                       |          |          |                |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |         |         |   |                       |          |          |               |                              |                         |                         |                        |                     |        |   |         |           |          |          |          |                       |                           |                         |                         |  |  |
| Non-program Revenue                | 44,000   | 0                         | 288,000                   |                |                |                                    |  |  |  |                  |             |             |             |                       |          |          |                |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |         |         |   |                       |          |          |               |                              |                         |                         |                        |                     |        |   |         |           |          |          |          |                       |                           |                         |                         |  |  |
| Transfers                          | <u>0</u>   | <u>0</u>                  | <u>0</u>                  |                |                |                                    |  |  |  |                  |             |             |             |                       |          |          |                |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |         |         |   |                       |          |          |               |                              |                         |                         |                        |                     |        |   |         |           |          |          |          |                       |                           |                         |                         |  |  |
| <b>Total Revenues</b>              | <u><b>\$1,042,942</b></u>  | <u><b>\$845,000</b></u>   | <u><b>\$302,400</b></u>   |                |                |                                    |  |  |  |                  |             |             |             |                       |          |          |                |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |         |         |   |                       |          |          |               |                              |                         |                         |                        |                     |        |   |         |           |          |          |          |                       |                           |                         |                         |  |  |
| <b>Positions</b>                   | Total Budgeted Positions   | 108                       | 144                       | 144            |                |                                    |  |  |  |                  |             |             |             |                       |          |          |                |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |         |         |   |                       |          |          |               |                              |                         |                         |                        |                     |        |   |         |           |          |          |          |                       |                           |                         |                         |  |  |
| <b>Contacts</b>                    | <p>Presiding Judge: Steve Dozier    </p> |                           |                           |                |                |                                    |  |  |  |                  |             |             |             |                       |          |          |                |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |         |         |   |                       |          |          |               |                              |                         |                         |                        |                     |        |   |         |           |          |          |          |                       |                           |                         |                         |  |  |

### Organizational Structure



# 28 State Trial Courts–At a Glance

## Budget Highlights FY 2003

|  |                   |
|--|-------------------|
| • Pay Plan/Benefit adjustment  | \$177,400         |
| • FY03 continuation funding for Parenting Plan Program                             | 25,000            |
| • Non-recurring funds in FY 02 for Parenting Plan Program                          | -40,000           |
| • Postal Services rate increase  | 8,035             |
| • 800 MHz Radio System adjustment  | 39                |
| • Information Systems billings   | 30,960            |
| • Telecommunication net adjustment   | -18,800           |
| • Community Corrections Grant Transfer from Metro's General Fund to the Grant Fund | *-805,000         |
| Total  | <u>\$-622,366</u> |

\* This amount does not reflect a reduction in funding, but instead reports the transfer of funds outside of the GSD General Fund.

## Overview

The presiding Judge is elected annually by the Judges of the Judicial District and is by local rule responsible for the administration of the courts in the district. The Administrator reports to the presiding Judge.

## TRIAL COURT ADMINISTRATION

The State Court Administration manages and oversees all jury-related activities for Davidson County. The State Court Administration also coordinates and supervises the non-judicial activities of the State Trial Court, performs administrative duties for the six Circuit Courts and provides court officers for the Circuit Courts, provides administrative functions for the four Criminal Courts, provides administrative functions for the three Chancery Courts, and provides court officers and secretarial personnel for the Chancery Courts. Effective September 1,

1998, the Probate Court became the Seventh Circuit Court and also an Eight Circuit Court was created in accordance with House Bill #674, amending TCA Section § 16-2-506.

## Driving Under the Influence (DUI) Probation

**Division** was transferred to the Community Corrections Division of State Trial Court and is now the DUI Probation Division. The DUI Probation Division is responsible for interviewing all DUI offenders placed on probation for a misdemeanor. The alcohol treatment requirements of these defendants was transferred to the General Sessions Safety Center in 1996, however the probation officers in DUI Probation Division monitor the progress of the defendant's treatment and makes the determination of when a defendant is not complying and a probation violation warrant should be issued. The DUI Probation Division handles every other aspect of the defendant's conditions of probation which includes public service work.

**Community Corrections Grant** supervises offenders sentenced by the criminal courts in Davidson County by placing non-violent convicted felons in the community service work program. Effective November 1996, the Community Corrections Program was transferred from the Sheriff's Office to State Trial Courts.

**Drug Court Support Grant** provides intensive out-patient alcohol and drug education/counseling for non-violent felony offenders placed in the Davidson County Drug Court Program. The program includes evaluations and drug testing.

**State Trial Court – Drug Enforcement** is a fund which allocates payment for drug testing costs on indigents.

**State Trial Court – Drug Testing** is a fund to be used for expenditures for the Davidson County Drug Court Residential Program. The fund also pays match for grants that assist in the Drug Court.

## 28 State Trial Courts–Performance

| Objectives  | Performance Measures                           | FY 2001<br>Budget         | FY 2001<br>Actuals        | FY 2002<br>Budget         | FY 2003<br>Budget         |
|---|--|---------------------------|---------------------------|---------------------------|---------------------------|
| <b>State Trial Courts</b>   |  |                           |                           |                           |                           |
| 1. Provide support services and security to facilitate the effective operation of the Circuit Court.  | a. Circuit civil cases filed                   | 5,000                     | 3,172                     | 4,000                     | 4,000                     |
|   | b. Domestic relations cases filed              | 6,000                     | 5,592                     | 4,700                     | 5,000                     |
|   | c. Civil cases concluded                       | 5,000                     | 3,241                     | 4,500                     | 4,000                     |
|   | d. Domestic relations cases concluded          | 5,500                     | 5,693                     | 5,300                     | 5,500                     |
|   | e. Seventh Circuit probate cases (new filings) | 2,500                     | 1,976                     | 1,900                     | 1,900                     |
| 2. Provide support services and security to facilitate the effective operation of the Chancery Court. | a. Chancery cases filed                        | 4,000                     | 3,959                     | 3,966                     | 3,966                     |
|   | b. Cases concluded                             | 4,000                     | 3,945                     | 3,977                     | 3,977                     |
| 3. Provide support services and security to facilitate the effective operation of the Criminal Court. | a. Criminal cases assigned*                    | 5,500                     | 5,009                     | 5,500                     | 5,500                     |
|   | b. Cases concluded                             | 5,500                     | 4,557                     | 5,500                     | 5,000                     |
|   | c. Pending cases                               | 3,000                     | 3,000                     | 3,000                     | 3,000                     |
| 4. Provide a jury pool for jury trials in the Chancery, Circuit, and Criminal courts.                 | Juror days served                              | 200 days/<br>7,000 jurors | 200 days/<br>7,000 jurors | 200 days/<br>7,000 jurors | 200 days/<br>7,000 jurors |

\* These figures do include 7<sup>th</sup> Circuit Court DUI cases.

### DUI Probation Division

|  |                                   |     |     |     |     |
|--|-----------------------------------|-----|-----|-----|-----|
| 1. To work in conjunction with the General Sessions Safety Center in monitoring defendants throughout their probation as to the progress of their treatment. | a. Defendants placed on probation | 750 | 750 | 750 | 750 |
|  | b. Total caseload                 | 750 | 750 | 750 | 750 |

### Community Corrections Grant

|  |  |          |          |          |        |
|--|--|----------|----------|----------|--------|
| 1. Supervise offenders sentenced by the criminal courts by using resources appropriate for providing opportunities and incentives for criminal behavioral changes.                         | Offenders supervised                               | 350      | 350      | 400      | 400    |
| 2. Promote accountability of offenders by requiring direct financial and community service restitution.  | a. Fees collected                                  | \$45,000 | \$45,000 | \$50,000 | 45,000 |
|  | b. Community service hours worked                  | 40,000   | 42,000   | 42,000   | 45,000 |
| 3. Reduce recidivism by providing opportunities which will enhance the offenders' ability to provide for themselves and their families and become contributing members of their community. | Program services for offenders and their families* | 700      | 700      | 800      | 800    |



## 28 State Trial Courts–Performance

| Objectives  | Performance Measures                      | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|---|---|-------------------|--------------------|-------------------|-------------------|
| * Number offenders served during the fiscal year (number of offenders sentenced during the fiscal year plus the number already on the program). |   |                   |                    |                   |                   |
| <b>Drug Court Support Grant</b>   |   |                   |                    |                   |                   |
| 1. Provide alcohol and drug counseling for non-violent, felony drug offenders.  | Offenders placed in out-patient treatment | 50                | 50                 | *                 | *                 |
| 2. Provide drug testing for program participants.   | Drug tests performed                      | 2,300             | na                 | *                 | *                 |
| 3. Provide psychological evaluations for offenders assessed to have mental health issues.   | Psychological evaluations                 | *10               | na                 | *                 | *                 |

\* Grant funded for ½ of year (July-December). Grant being renewed for FY 2002.

# 28 State Trial Courts–Financial

## State Trial Courts GSD General Fund

| EXPENSE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>OPERATING EXPENSE:</b>                        |                   |                    |                   |                   |
| <b>PERSONAL SERVICES:</b>                        |                   |                    |                   |                   |
| Salary Expense                                   | 3,529,108         | 2,971,128          | 3,055,587         | 3,210,787         |
| Fringe Benefits                                  | 948,982           | 728,977            | 786,136           | 808,336           |
| Per Diem & Other Fees                            | 236,143           | 163,226            | 180,000           | 180,000           |
| <b>TOTAL PERSONAL SERVICES</b>                   | <b>4,714,233</b>  | <b>3,863,331</b>   | <b>4,021,723</b>  | <b>4,199,123</b>  |
| <b>OTHER SERVICES:</b>                           |                   |                    |                   |                   |
| Utilities  | 0                 | 0                  | 0                 | 0                 |
| Professional Services                            | 27,931            | 0                  | 0                 | 0                 |
| Purchased Services                               | 67,971            | 24,201             | 45,380            | 30,600            |
| Travel   | 22,181            | 15,880             | 14,500            | 14,280            |
| Communications                                   | 5,105             | 1,807              | 2,000             | 2,000             |
| Printing   | 6,997             | 9,776              | 5,035             | 5,035             |
| Advertising & Promotion                          | 0                 | 0                  | 0                 | 0                 |
| Subscriptions                                    | 340               | 3,312              | 5,000             | 5,000             |
| Tuition, Reg., & Membership Dues                 | 43,861            | 25,123             | 33,519            | 33,519            |
| Repairs & Maintenance Services                   | 19,217            | 5,358              | 3,000             | 3,000             |
| Internal Service Fees                            | 43,080            | 71,959             | 143,740           | 163,974           |
| <b>TOTAL OTHER SERVICES</b>                      | <b>236,683</b>    | <b>157,416</b>     | <b>252,174</b>    | <b>257,408</b>    |
| <b>OTHER EXPENSE:</b>                            |                   |                    |                   |                   |
| Supplies and Materials                           | 88,704            | 161,994            | 123,783           | 123,783           |
| Misc. Other Expenses & Payments                  | 0                 | 0                  | 0                 | 0                 |
| Fixed Charges                                    | 34,596            | 33,538             | 33,500            | 33,500            |
| Licenses, Permits, & Fees                        | 0                 | 11,515             | 1,000             | 1,000             |
| Taxes  | 0                 | 0                  | 0                 | 0                 |
| Grant Contributions & Awards                     | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL OTHER EXPENSE</b>                       | <b>123,300</b>    | <b>207,047</b>     | <b>158,283</b>    | <b>158,283</b>    |
| <b>PENSION, ANNUITY, DEBT, &amp; OTHER COSTS</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>EQUIPMENT, BUILDINGS, &amp; LAND</b>          | <b>4,032</b>      | <b>25,190</b>      | <b>0</b>          | <b>0</b>          |
| <b>SPECIAL PROJECTS</b>                          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL OPERATING EXPENSE</b>                   | <b>5,078,248</b>  | <b>4,252,984</b>   | <b>4,432,180</b>  | <b>4,614,814</b>  |
| <b>TRANSFERS TO OTHER FUNDS &amp; UNITS:</b>     | <b>13,055</b>     | <b>10,591</b>      | <b>922,911</b>    | <b>117,911</b>    |
| <b>TOTAL EXPENSE AND TRANSFERS</b>               | <b>5,091,303</b>  | <b>4,263,575</b>   | <b>5,355,091</b>  | <b>4,732,725</b>  |

# 28 State Trial Courts–Financial

## State Trial Courts GSD General Fund

| REVENUE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>PROGRAM REVENUE:</b>                          |                   |                    |                   |                   |
| <b>Charges, Commissions, &amp; Fees</b>          |                   |                    |                   |                   |
| Charges For Current Services                     | 0                 | 0                  | 0                 | 0                 |
| Commissions and Fees                             | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Charges, Commissions, &amp; Fees</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>Other Governments &amp; Agencies</b>          |                   |                    |                   |                   |
| Federal Direct                                   | 0                 | 0                  | 0                 | 0                 |
| Federal Through State                            | 79,062            | 77,814             | 0                 | 0                 |
| Federal Through Other Pass-Through               | 0                 | 0                  | 0                 | 0                 |
| State Direct                                     | 919,880           | 79,805             | 845,000           | 0                 |
| Other Government Agencies                        | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Governments &amp; Agencies</b> | <b>998,942</b>    | <b>157,619</b>     | <b>845,000</b>    | <b>0</b>          |
| <b>Other Program Revenue</b>                     |                   |                    |                   |                   |
| Contributions and Gifts                          | 0                 | 0                  | 0                 | 0                 |
| Miscellaneous Revenue                            | 0                 | 0                  | 0                 | 0                 |
| Use of Money or Property                         | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Program Revenue</b>            | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL PROGRAM REVENUE</b>                     | <b>998,942</b>    | <b>157,619</b>     | <b>845,000</b>    | <b>0</b>          |
| <b>NON-PROGRAM REVENUE:</b>                      |                   |                    |                   |                   |
| Property Taxes                                   | 0                 | 0                  | 0                 | 0                 |
| Local Option Sales Tax                           | 0                 | 0                  | 0                 | 0                 |
| Other Taxes, Licenses, & Permits                 | 0                 | 0                  | 0                 | 0                 |
| Fines, Forfeits, & Penalties                     | 44,000            | 0                  | 0                 | 0                 |
| Compensation From Property                       | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL NON-PROGRAM REVENUE</b>                 | <b>44,000</b>     | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TRANSFERS FROM OTHER FUNDS AND UNITS:</b>     | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL REVENUE AND TRANSFERS</b>               | <b>1,042,942</b>  | <b>157,619</b>     | <b>845,000</b>    | <b>0</b>          |

# 28 State Trial Courts–Financial

## State Trial Courts Special Purpose Funds

| EXPENSE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>OPERATING EXPENSE:</b>                        |                   |                    |                   |                   |
| <b>PERSONAL SERVICES:</b>                        |                   |                    |                   |                   |
| Salary Expense                                   | 0                 | 84,121             | 0                 | 65,478            |
| Fringe Benefits                                  | 0                 | 20,162             | 0                 | 27,144            |
| Per Diem & Other Fees                            | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL PERSONAL SERVICES</b>                   | <b>0</b>          | <b>104,283</b>     | <b>0</b>          | <b>92,622</b>     |
| <b>OTHER SERVICES:</b>                           |                   |                    |                   |                   |
| Utilities  | 0                 | 0                  | 0                 | 0                 |
| Professional Services                            | 0                 | 0                  | 0                 | 4,700             |
| Purchased Services                               | 0                 | 600                | 0                 | 18,915            |
| Travel   | 0                 | 14,980             | 0                 | 10,000            |
| Communications                                   | 0                 | 36                 | 0                 | 500               |
| Printing   | 0                 | 40                 | 0                 | 2,000             |
| Advertising & Promotion                          | 0                 | 0                  | 0                 | 0                 |
| Subscriptions                                    | 0                 | 239                | 0                 | 1,000             |
| Tuition, Reg., & Membership Dues                 | 0                 | 3,280              | 0                 | 2,000             |
| Repairs & Maintenance Services                   | 0                 | 0                  | 0                 | 3,000             |
| Internal Service Fees                            | 0                 | 1,219              | 0                 | 16,500            |
| <b>TOTAL OTHER SERVICES</b>                      | <b>0</b>          | <b>20,394</b>      | <b>0</b>          | <b>58,615</b>     |
| <b>OTHER EXPENSE:</b>                            |                   |                    |                   |                   |
| Supplies and Materials                           | 0                 | 9,672              | 0                 | 44,163            |
| Misc. Other Expenses & Payments                  | 0                 | 0                  | 0                 | 0                 |
| Fixed Charges                                    | 0                 | 283                | 0                 | 3,000             |
| Licenses, Permits, & Fees                        | 0                 | 7,596              | 0                 | 54,000            |
| Taxes  | 0                 | 0                  | 0                 | 0                 |
| Grant Contributions & Awards                     | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL OTHER EXPENSE</b>                       | <b>0</b>          | <b>17,551</b>      | <b>0</b>          | <b>101,163</b>    |
| <b>PENSION, ANNUITY, DEBT, &amp; OTHER COSTS</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>EQUIPMENT, BUILDINGS, &amp; LAND</b>          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>SPECIAL PROJECTS</b>                          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL OPERATING EXPENSE</b>                   | <b>0</b>          | <b>142,228</b>     | <b>0</b>          | <b>252,400</b>    |
| <b>TRANSFERS TO OTHER FUNDS &amp; UNITS:</b>     | <b>0</b>          | <b>173,481</b>     | <b>0</b>          | <b>51,500</b>     |
| <b>TOTAL EXPENSE AND TRANSFERS</b>               | <b>0</b>          | <b>315,709</b>     | <b>0</b>          | <b>303,900</b>    |

# 28 State Trial Courts–Financial

## State Trial Courts Special Purpose Funds

| REVENUE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>PROGRAM REVENUE:</b>                          |                   |                    |                   |                   |
| <b>Charges, Commissions, &amp; Fees</b>          |                   |                    |                   |                   |
| Charges For Current Services                     | 0                 | 0                  | 0                 | 0                 |
| Commissions and Fees                             | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Charges, Commissions, &amp; Fees</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>Other Governments &amp; Agencies</b>          |                   |                    |                   |                   |
| Federal Direct                                   | 0                 | 0                  | 0                 | 0                 |
| Federal Through State                            | 0                 | 0                  | 0                 | 0                 |
| Federal Through Other Pass-Through               | 0                 | 0                  | 0                 | 0                 |
| State Direct                                     | 0                 | 0                  | 0                 | 0                 |
| Other Government Agencies                        | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Governments &amp; Agencies</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>Other Program Revenue</b>                     |                   |                    |                   |                   |
| Contributions and Gifts                          | 0                 | 0                  | 0                 | 0                 |
| Miscellaneous Revenue                            | 0                 | 0                  | 0                 | 0                 |
| Use of Money or Property                         | 0                 | 22,439             | 0                 | 14,400            |
| <b>Subtotal Other Program Revenue</b>            | <b>0</b>          | <b>22,439</b>      | <b>0</b>          | <b>14,400</b>     |
| <b>TOTAL PROGRAM REVENUE</b>                     | <b>0</b>          | <b>22,439</b>      | <b>0</b>          | <b>14,400</b>     |
| <b>NON-PROGRAM REVENUE:</b>                      |                   |                    |                   |                   |
| Property Taxes                                   | 0                 | 0                  | 0                 | 0                 |
| Local Option Sales Tax                           | 0                 | 0                  | 0                 | 0                 |
| Other Taxes, Licenses, & Permits                 | 0                 | 0                  | 0                 | 0                 |
| Fines, Forfeits, & Penalties                     | 0                 | 360,197            | 0                 | 288,000           |
| Compensation From Property                       | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL NON-PROGRAM REVENUE</b>                 | <b>0</b>          | <b>360,197</b>     | <b>0</b>          | <b>288,000</b>    |
| <b>TRANSFERS FROM OTHER FUNDS AND UNITS:</b>     | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL REVENUE AND TRANSFERS</b>               | <b>0</b>          | <b>382,636</b>     | <b>0</b>          | <b>302,400</b>    |

## 28 State Trial Courts–Financial

**Reminder:** Some classifications were deleted and new classifications (class number 10000 and above) were added to implement the 2002 Reclassification Study & Pay Plan. Many of the class changes from FY 2001 to FY 2002 were due to implementing that Study.

|  |              |              | FY 2001          |                 | FY 2002          |                 | FY 2003          |                 |
|--|--------------|--------------|------------------|-----------------|------------------|-----------------|------------------|-----------------|
|  | <u>Class</u> | <u>Grade</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> |
| <b>28 State Trial Court - GSD (10101)</b>      |              |              |                  |                 |                  |                 |                  |                 |
| Admin Assistant - Chancery                     | 6521         | N/A          | 1                | 1.0             | 0                | 0.00            | 0                | 0.00            |
| Admin Secretary - Chancery                     | 6522         | --           | 0                | 0.0             | 0                | 0.00            | 0                | 0.00            |
| Administrative Services Manager                | 7242         | SR13         | 2                | 2.0             | 0                | 0.00            | 0                | 0.00            |
| Administrative Services Officer 2              | 7243         | SR08         | 0                | 0.8             | 1                | 1.00            | 1                | 1.00            |
| Administrative Services Officer 3              | 7244         | SR10         | 2                | 2.0             | 3                | 3.00            | 3                | 3.00            |
| Administrative Services Officer 4              | 7245         | SR12         | 2                | 2.0             | 2                | 2.00            | 2                | 2.00            |
| Case Counselor                                 | 7694         | SR08         | 6                | 2.6             | 0                | 0.00            | 0                | 0.00            |
| Case Developer                                 | 7202         | SR08         | 1                | 1.0             | 0                | 0.00            | 0                | 0.00            |
| Case Officer 2                                 | 7153         | SR07         | 3                | 3.0             | 0                | 0.00            | 0                | 0.00            |
| Case Officer 3                                 | 7695         | --           | 0                | 0.0             | 0                | 0.00            | 0                | 0.00            |
| Compliance Inspector 1                         | 7731         | SR07         | 1                | 1.0             | 0                | 0.00            | 0                | 0.00            |
| Counsel To Chancellors                         | 5997         | --           | 1                | 1.0             | 0                | 0.00            | 0                | 0.00            |
| Court Administrator                            | 1339         | SR15         | 2                | 2.0             | 1                | 1.00            | 1                | 1.00            |
| Deputy Court Admin                             | 10318        | SR14         | 0                | 0.0             | 2                | 2.00            | 2                | 2.00            |
| Deputy Jail Matron-Sheriff                     | 1489         | SR04         | 0                | 0.0             | 0                | 0.00            | 0                | 0.00            |
| Judicial Assistant 1                           | 7790         | JS02         | 48               | 48.0            | 50               | 49.00           | 50               | 49.00           |
| Judicial Assistant 2                           | 7791         | JS03         | 1                | 1.0             | 2                | 2.00            | 2                | 2.00            |
| Judicial Clerk                                 | 7792         | JS01         | 1                | 1.0             | 0                | 0.00            | 0                | 0.00            |
| Office Assistant 1                             | 7747         | N/A          | 2                | 2.0             | 0                | 0.00            | 0                | 0.00            |
| Office Support Representative 1                | 10120        | SR03         | 0                | 0.0             | 2                | 2.00            | 2                | 2.00            |
| Office Support Spec 1                          | 10123        | SR07         | 0                | 0.0             | 2                | 2.00            | 2                | 2.00            |
| Probation Officer 1                            | 7375         | SR08         | 6                | 6.0             | 4                | 4.00            | 4                | 4.00            |
| Probation Officer 2                            | 7375         | SR08         | 6                | 6.0             | 0                | 0.00            | 0                | 0.00            |
| Probation Officer 3                            | 4710         | SR10         | 0                | 0.0             | 0                | 0.00            | 0                | 0.00            |
| Probation Officer 4                            | 5495         | SR12         | 1                | 1.0             | 1                | 1.00            | 1                | 1.00            |
| Probation Officer Chief                        | 1120         | SR13         | 1                | 1.0             | 0                | 0.00            | 0                | 0.00            |
| Program Coordinator                            | 6034         | SR09         | 2                | 2.0             | 0                | 0.00            | 0                | 0.00            |
| Program Manager 1                              | 7376         | SR11         | 0                | 0.0             | 0                | 0.00            | 0                | 0.00            |
| Program Specialist 2                           | 7379         | SR08         | 12               | 12.0            | 0                | 0.00            | 0                | 0.00            |
| Program Supervisor                             | 7381         | SR10         | 1                | 1.0             | 0                | 0.00            | 0                | 0.00            |
| Secretary                                      | 4305         | --           | 0                | 0.0             | 0                | 0.00            | 0                | 0.00            |
| Secretary 1                                    | 0060         | --           | 3                | 3.0             | 0                | 0.00            | 0                | 0.00            |
| Secretary 2                                    | 6146         | SR07         | 2                | 2.0             | 0                | 0.00            | 0                | 0.00            |
| Secretary 3                                    | 7398         | N/A          | 1                | 1.0             | 0                | 0.00            | 0                | 0.00            |
| <b>Total Positions &amp; FTE</b>               |              |              | <b>108</b>       | <b>105.4</b>    | <b>70</b>        | <b>69.00</b>    | <b>70</b>        | <b>69.00</b>    |
| <b>28 State Trial Court - LLEBG 00 (30016)</b> |              |              |                  |                 |                  |                 |                  |                 |
| Admin Assist I                                 | 7240         | GS06         | 0                | 0.0             | 0                | 0.00            | 0                | 0.00            |
| Administrative Service Officer 2               | 7243         |              | 0                | 0.0             | 1                | 1.00            | 1                | 1.00            |
| Group Care Aide                                | 7314         | GS03         | 0                | 0.0             | 6                | 6.00            | 6                | 6.00            |
| Group Care Worker                              | 6079         | SR05         | 0                | 0.0             | 2                | 2.00            | 2                | 2.00            |
| Office Support Specialist 2                    | 7314         | SR04         | 0                | 0.0             | 2                | 2.00            | 2                | 2.00            |
| Program Coord                                  | 6034         | SR09         | 0                | 0.0             | 1                | 1.00            | 1                | 1.00            |
| Program Manager 1                              | 7376         | SR11         | 0                | 0.0             | 1                | 1.00            | 1                | 1.00            |
| Program Specialist 1                           | 7378         | GS05         | 0                | 0.0             | 1                | 1.00            | 1                | 1.00            |
| Seasonal/Part-Time/Temporary                   | 9020         | N/A          | 0                | 0.0             | 19               | 10.00           | 19               | 10.00           |
| Secretary 1                                    | 0060         | GS05         | 0                | 0.0             | 0                | 0.00            | 0                | 0.00            |
| Security Officer Coordinator                   | 7798         | N/A          | 0                | 0.0             | 0                | 0.00            | 0                | 0.00            |
| <b>Total Positions &amp; FTE</b>               |              |              | <b>0</b>         | <b>0.0</b>      | <b>33</b>        | <b>24.00</b>    | <b>33</b>        | <b>24.00</b>    |

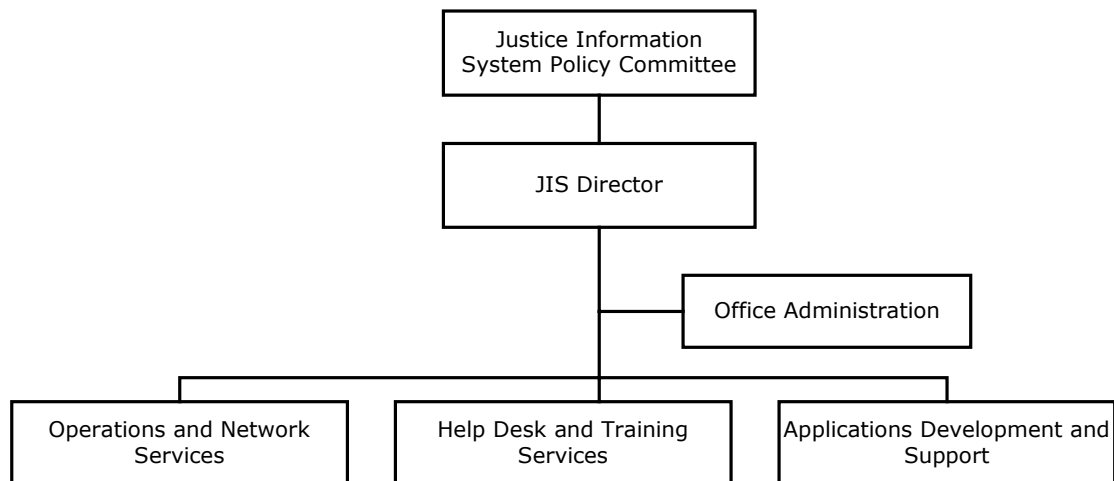
## 28 State Trial Courts–Financial

|   |              |              | FY 2001          |                 | FY 2002          |                 | FY 2003          |                 |
|---|--------------|--------------|------------------|-----------------|------------------|-----------------|------------------|-----------------|
|   | <u>Class</u> | <u>Grade</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> |
| <b>28 State Trial Court - (30020)</b>                             |              |              |                  |                 |                  |                 |                  |                 |
| Admin Svcs Mgr  | 7242         | SR13         | 0                | 0.0             | 1                | 1.00            | 1                | 1.00            |
| Admin Svcs Officer 3  | 7244         | SR10         | 0                | 0.0             | 0                | 0.00            | 0                | 0.00            |
| <b>Total Positions &amp; FTE</b>                                  |              |              | <b>0</b>         | <b>0.0</b>      | <b>1</b>         | <b>1.00</b>     | <b>1</b>         | <b>1.00</b>     |
| <b>28 State Trial Court - Spanish Interpreter Grant (32000)</b>   |              |              |                  |                 |                  |                 |                  |                 |
| Program Coordinator   | 6034         | GS08         | 0                | 0.0             | 1.0              | 1.00            | 1.0              | 1.00            |
| <b>Total Positions &amp; FTE</b>                                  |              |              | <b>0</b>         | <b>0.0</b>      | <b>1.0</b>       | <b>1.0</b>      | <b>1.0</b>       | <b>1.0</b>      |
| <b>28 State Trial Court - RSAT Grant (32000)</b>                  |              |              |                  |                 |                  |                 |                  |                 |
| Office Support Representative 3                                   | 10122        | SR06         | 0                | 0.0             | 1                | 1.00            | 1                | 1.00            |
| Program Manager   | 7576         | SR11         | 0                | 0.0             | 1                | 1.00            | 1                | 1.00            |
| Program Specialist 2  | 7379         | GS07         | 0                | 0.0             | 5                | 5.00            | 5                | 5.00            |
| Program Specialist 3  | 7380         | SR10         | 0                | 0.0             | 1                | 1.00            | 1                | 1.00            |
| Program Supervisor  | 7381         | GS09         | 0                | 0.0             | 1                | 1.00            | 1                | 1.00            |
| Seasonal/Part-Time/Temporary                                      | 9020         | N/A          | 0                | 0.0             | 1                | 0.50            | 1                | 0.50            |
| Secretary 1   | 0060         | GS05         | 0                | 0.0             | 0                | 0.00            | 0                | 0.00            |
| <b>Total Positions &amp; FTE</b>                                  |              |              | <b>0</b>         | <b>0.0</b>      | <b>10.0</b>      | <b>9.5</b>      | <b>10.0</b>      | <b>9.5</b>      |
| <b>28 State Trial Court - Community Corrections Grant (32000)</b> |              |              |                  |                 |                  |                 |                  |                 |
| Administrative Services Manager                                   | 7242         | N/A          | 0                | 0.0             | 0                | 0.00            | 0                | 0.00            |
| Administrative Services Officer 2                                 | 7243         | GS07         | 0                | 0.0             | 0                | 0.00            | 0                | 0.00            |
| Case Counselor  | 7694         | N/S          | 0                | 0.0             | 7                | 4.00            | 7                | 4.00            |
| Case Developer  | 7202         | N/S          | 0                | 0.0             | 1                | 1.00            | 1                | 1.00            |
| Case Officer 1  | 10314        | N/A          | 0                | 0.0             | 7                | 7.00            | 7                | 7.00            |
| Case Officer 2  | 7153         | GS06         | 0                | 0.0             | 0                | 0.00            | 0                | 0.00            |
| Case Officer 2  | 10315        | N/A          | 0                | 0.0             | 2                | 2.00            | 2                | 2.00            |
| Case Officer 3  | 10316        | N/A          | 0                | 0.0             | 3                | 3.00            | 3                | 3.00            |
| Compliance Inspector 1  | 7731         | N/S          | 0                | 0.0             | 0                | 0.00            | 0                | 0.00            |
| Office Assistant 1  | 7747         | GS03         | 0                | 0.0             | 0                | 0.00            | 0                | 0.00            |
| Office Support Representative 3                                   | 10122        | SR06         | 0                | 0.0             | 1                | 1.00            | 1                | 1.00            |
| Probation Officer 1   | 7374         | GS05         | 0                | 0.0             | 0                | 0.00            | 0                | 0.00            |
| Probation Officer 2   | 7375         | N/A          | 0                | 0.0             | 1                | 1.00            | 1                | 1.00            |
| Program Coordinator   | 6034         | SR09         | 0                | 0.0             | 1                | 1.00            | 1                | 1.00            |
| Program Manager 1   | 7376         | SR11         | 0                | 0.0             | 1                | 1.00            | 1                | 1.00            |
| Program Specialist 1  | 7378         | SR06         | 0                | 0.0             | 0                | 0.00            | 0                | 0.00            |
| Program Specialist 2  | 7379         | SR08         | 0                | 0.0             | 2                | 2.00            | 2                | 2.00            |
| Program Supervisor  | 7381         | SR10         | 0                | 0.0             | 1                | 1.00            | 1                | 1.00            |
| Secretary 1   | 0060         | GS05         | 0                | 0.0             | 0                | 0.00            | 0                | 0.00            |
| Security Officer Coordinator                                      | 7798         | N/A          | 0                | 0.0             | 0                | 0.00            | 0                | 0.00            |
| <b>Total Positions &amp; FTE</b>                                  |              |              | <b>0</b>         | <b>0.0</b>      | <b>27.0</b>      | <b>24.0</b>     | <b>27.0</b>      | <b>24.0</b>     |
| <b>28 State Trial Court - Drug Court Support (32000)</b>          |              |              |                  |                 |                  |                 |                  |                 |
| Probation Officer 2   | 7375         | N/A          | 0                | 0.0             | 0                | 0.00            | 0                | 0.00            |
| Program Manager 1   | 7376         | GS10         | 0                | 0.0             | 0                | 0.00            | 0                | 0.00            |
| Program Specialist 2  | 7379         | SR08         | 0                | 0.0             | 1                | 1.00            | 1                | 1.00            |
| Program Specialist 3  | 7380         | SR10         | 0                | 0.0             | 1                | 1.00            | 1                | 1.00            |
| <b>Total Positions &amp; FTE</b>                                  |              |              | <b>0</b>         | <b>0.0</b>      | <b>2.0</b>       | <b>2.0</b>      | <b>2.0</b>       | <b>2.0</b>      |
| <b>Total All Funds</b>  |              |              | <b>108.0</b>     | <b>105.4</b>    | <b>144.0</b>     | <b>130.50</b>   | <b>144.0</b>     | <b>130.50</b>   |

## 29 Justice Information System–At a Glance

|                                    |   |                           |                           |  |                       |                                    |  |  |  |                  |             |             |             |                       |          |          |          |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |          |          |          |                              |                   |                   |                   |                     |   |   |   |           |          |          |          |                       |                   |                   |                   |  |  |  |
|------------------------------------|---|---------------------------|---------------------------|--|-----------------------|------------------------------------|--|--|--|------------------|-------------|-------------|-------------|-----------------------|----------|----------|----------|---------------------------|---------------------------|---------------------------|---------------------------|--------------------------------|--|--|--|------------------------------|-----|-----|-----|-------------------|---|---|---|-----------------------|----------|----------|----------|------------------------------|-------------------|-------------------|-------------------|---------------------|---|---|---|-----------|----------|----------|----------|-----------------------|-------------------|-------------------|-------------------|--|--|--|
| <b>Vision</b>                      | In the spirit of cooperation and steadfastness, JIS will meet the goal of establishing integrated justice information systems through common action and purpose.  |                           |                           |  |                       |                                    |  |  |  |                  |             |             |             |                       |          |          |          |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |          |          |          |                              |                   |                   |                   |                     |   |   |   |           |          |          |          |                       |                   |                   |                   |  |  |  |
| <b>Mission</b>                     | To improve the administration of justice through the creation and operation of comprehensive integrated management information systems and to promulgate and implement minimum uniform standards for all participating agencies. The goals to be accomplished are to create a modern simplified system or systems for managing justice information, to provide quick and easy access to information to expedite case processing, to enhance productivity and efficiency by the use of technology, to reduce costs and increase revenue, and to plan for future needs.   |                           |                           |  |                       |                                    |  |  |  |                  |             |             |             |                       |          |          |          |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |          |          |          |                              |                   |                   |                   |                     |   |   |   |           |          |          |          |                       |                   |                   |                   |  |  |  |
| <b>Budget Summary</b>              | <table><tr><td></td><td><u><b>2000-01</b></u></td><td><u><b>2001-02</b></u></td><td><u><b>2002-03</b></u></td></tr><tr><td><b>Expenditures and Transfers:</b></td><td></td><td></td><td></td></tr><tr><td>GSD General Fund</td><td>\$2,152,692</td><td>\$2,350,978</td><td>\$2,578,027</td></tr><tr><td>Special purpose funds</td><td><u>0</u></td><td><u>0</u></td><td><u>0</u></td></tr><tr><td><b>Total Expenditures</b></td><td><u><b>\$2,152,692</b></u></td><td><u><b>\$2,350,978</b></u></td><td><u><b>\$2,578,027</b></u></td></tr><tr><td><b>Revenues and Transfers:</b></td><td></td><td></td><td></td></tr><tr><td>Charges, Commissions, &amp; Fees</td><td>\$0</td><td>\$0</td><td>\$0</td></tr><tr><td>Other Governments</td><td>0</td><td>0</td><td>0</td></tr><tr><td>Other Program Revenue</td><td><u>0</u></td><td><u>0</u></td><td><u>0</u></td></tr><tr><td><b>Total Program Revenue</b></td><td><u><b>\$0</b></u></td><td><u><b>\$0</b></u></td><td><u><b>\$0</b></u></td></tr><tr><td>Non-program Revenue</td><td>0</td><td>0</td><td>0</td></tr><tr><td>Transfers</td><td><u>0</u></td><td><u>0</u></td><td><u>0</u></td></tr><tr><td><b>Total Revenues</b></td><td><u><b>\$0</b></u></td><td><u><b>\$0</b></u></td><td><u><b>\$0</b></u></td></tr></table> |                           | <u><b>2000-01</b></u>     | <u><b>2001-02</b></u>  | <u><b>2002-03</b></u> | <b>Expenditures and Transfers:</b> |  |  |  | GSD General Fund | \$2,152,692 | \$2,350,978 | \$2,578,027 | Special purpose funds | <u>0</u> | <u>0</u> | <u>0</u> | <b>Total Expenditures</b> | <u><b>\$2,152,692</b></u> | <u><b>\$2,350,978</b></u> | <u><b>\$2,578,027</b></u> | <b>Revenues and Transfers:</b> |  |  |  | Charges, Commissions, & Fees | \$0 | \$0 | \$0 | Other Governments | 0 | 0 | 0 | Other Program Revenue | <u>0</u> | <u>0</u> | <u>0</u> | <b>Total Program Revenue</b> | <u><b>\$0</b></u> | <u><b>\$0</b></u> | <u><b>\$0</b></u> | Non-program Revenue | 0 | 0 | 0 | Transfers | <u>0</u> | <u>0</u> | <u>0</u> | <b>Total Revenues</b> | <u><b>\$0</b></u> | <u><b>\$0</b></u> | <u><b>\$0</b></u> |  |  |  |
|                                    | <u><b>2000-01</b></u>   | <u><b>2001-02</b></u>     | <u><b>2002-03</b></u>     |  |                       |                                    |  |  |  |                  |             |             |             |                       |          |          |          |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |          |          |          |                              |                   |                   |                   |                     |   |   |   |           |          |          |          |                       |                   |                   |                   |  |  |  |
| <b>Expenditures and Transfers:</b> |   |                           |                           |  |                       |                                    |  |  |  |                  |             |             |             |                       |          |          |          |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |          |          |          |                              |                   |                   |                   |                     |   |   |   |           |          |          |          |                       |                   |                   |                   |  |  |  |
| GSD General Fund                   | \$2,152,692   | \$2,350,978               | \$2,578,027               |  |                       |                                    |  |  |  |                  |             |             |             |                       |          |          |          |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |          |          |          |                              |                   |                   |                   |                     |   |   |   |           |          |          |          |                       |                   |                   |                   |  |  |  |
| Special purpose funds              | <u>0</u>  | <u>0</u>                  | <u>0</u>                  |  |                       |                                    |  |  |  |                  |             |             |             |                       |          |          |          |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |          |          |          |                              |                   |                   |                   |                     |   |   |   |           |          |          |          |                       |                   |                   |                   |  |  |  |
| <b>Total Expenditures</b>          | <u><b>\$2,152,692</b></u>   | <u><b>\$2,350,978</b></u> | <u><b>\$2,578,027</b></u> |  |                       |                                    |  |  |  |                  |             |             |             |                       |          |          |          |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |          |          |          |                              |                   |                   |                   |                     |   |   |   |           |          |          |          |                       |                   |                   |                   |  |  |  |
| <b>Revenues and Transfers:</b>     |   |                           |                           |  |                       |                                    |  |  |  |                  |             |             |             |                       |          |          |          |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |          |          |          |                              |                   |                   |                   |                     |   |   |   |           |          |          |          |                       |                   |                   |                   |  |  |  |
| Charges, Commissions, & Fees       | \$0   | \$0                       | \$0                       |  |                       |                                    |  |  |  |                  |             |             |             |                       |          |          |          |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |          |          |          |                              |                   |                   |                   |                     |   |   |   |           |          |          |          |                       |                   |                   |                   |  |  |  |
| Other Governments                  | 0   | 0                         | 0                         |  |                       |                                    |  |  |  |                  |             |             |             |                       |          |          |          |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |          |          |          |                              |                   |                   |                   |                     |   |   |   |           |          |          |          |                       |                   |                   |                   |  |  |  |
| Other Program Revenue              | <u>0</u>  | <u>0</u>                  | <u>0</u>                  |  |                       |                                    |  |  |  |                  |             |             |             |                       |          |          |          |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |          |          |          |                              |                   |                   |                   |                     |   |   |   |           |          |          |          |                       |                   |                   |                   |  |  |  |
| <b>Total Program Revenue</b>       | <u><b>\$0</b></u>   | <u><b>\$0</b></u>         | <u><b>\$0</b></u>         |  |                       |                                    |  |  |  |                  |             |             |             |                       |          |          |          |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |          |          |          |                              |                   |                   |                   |                     |   |   |   |           |          |          |          |                       |                   |                   |                   |  |  |  |
| Non-program Revenue                | 0   | 0                         | 0                         |  |                       |                                    |  |  |  |                  |             |             |             |                       |          |          |          |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |          |          |          |                              |                   |                   |                   |                     |   |   |   |           |          |          |          |                       |                   |                   |                   |  |  |  |
| Transfers                          | <u>0</u>  | <u>0</u>                  | <u>0</u>                  |  |                       |                                    |  |  |  |                  |             |             |             |                       |          |          |          |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |          |          |          |                              |                   |                   |                   |                     |   |   |   |           |          |          |          |                       |                   |                   |                   |  |  |  |
| <b>Total Revenues</b>              | <u><b>\$0</b></u>   | <u><b>\$0</b></u>         | <u><b>\$0</b></u>         |  |                       |                                    |  |  |  |                  |             |             |             |                       |          |          |          |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |          |          |          |                              |                   |                   |                   |                     |   |   |   |           |          |          |          |                       |                   |                   |                   |  |  |  |
| <b>Positions</b>                   | Total Budgeted Positions  | 15                        | 17                        | 18   |                       |                                    |  |  |  |                  |             |             |             |                       |          |          |          |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |          |          |          |                              |                   |                   |                   |                     |   |   |   |           |          |          |          |                       |                   |                   |                   |  |  |  |
| <b>Contacts</b>                    | Director: Nikki Meyer<br>Financial Manager: Beth Johnson<br><br>515 Stahlman Building 37201   |                           |                           | email: nikkimeyer@jis.nashville.org<br>email: bethjohnson@jis.nashville.org<br><br>Phone: 862-6195 FAX: 880-3138 |                       |                                    |  |  |  |                  |             |             |             |                       |          |          |          |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |          |          |          |                              |                   |                   |                   |                     |   |   |   |           |          |          |          |                       |                   |                   |                   |  |  |  |

### Organizational Structure





# 29 Justice Information System–At a Glance

## Budget Highlights FY 2003

|   |                  |
|---|------------------|
| • Staff increase for a new Database Administrator (SR 14 to enable Metro to reply less upon Unisys consulting | \$94,600         |
| • Pay Plan/Benefit adjustments  | 52,100           |
| • Courier and off-site storage of backup tapes due to 9-11  | 6,500            |
| • Professional development fees for training in Powerbuilder (Unisys)   | 10,000           |
| • Annual software maintenance and upgrades for Imaging Licenses   | 19,500           |
| • Postal Service rates increase   | 200              |
| • Local Law Enforcement Block Grant – Grant Match   | 17,000           |
| • Information Systems billings  | 33,149           |
| • Telecommunications net adjustment charges   | -6,000           |
| Total   | <u>\$227,049</u> |

## Overview

### OFFICE ADMINISTRATION

The Administration Division provides day-to-day administrative support for the agency, including payroll, purchasing, budget development, and personnel management. It also serves as contract manager for current contract with Unisys Corporation for software development of the CJIS enterprise systems. It provides leadership in policy and procedures development and implementation for 14 JIS member agencies (Chancery Court, Probate Court, Juvenile Court, Metro Police Department, Circuit Court, District Attorney, Circuit Court Clerk, Sheriff's Office, Criminal Court, Public Defender, Criminal Court Clerk, Clerk and Master, General Sessions Court, and Juvenile Court Clerk).

### OPERATIONS AND NETWORK SERVICES

The JIS Operations Division provides many services to our users in the justice community. The following is a list of some of the services provided (1) network hardware, including servers and network operating system, fiber optic backbone, and all hubs, switches, and routers, (2) network services, including Network and Windows NT account management, IP address management, and Windows name resolution, (3) 24x7 support of network infrastructure and critical network and software

applications, (4) E-mail, including remote access, (5) desktop faxing integrated with Microsoft Exchange. Additional services provided include: (1) anti-virus software, including automatic, regular software and virus pattern file updates, (2) backup of all user applications and data stored on JIS servers, (3) shared CD ROM server for access to legal research, technical support, and other CD ROM based reference materials, (4) technical support, including both front-line support to users and backup support to agencies' in-house technical support staff, (5) ZENWorks for mass installations of software (virus, CJIS, etc.), (6) network scripts for download of CJIS patches, (7) alphanumeric paging software integrated with Microsoft Exchange.

### HELP DESK AND TRAINING SERVICES

The JIS Help Desk directly supports over 400 users in six agencies and provides second tier support to five additional JIS agencies. Two technicians and one supervisor maintain the workstation hardware and software in an environment that includes:

- 5 Desktop Operating Systems
- 2 Network Operation Systems
- 12 Major Applications

JIS also assists all member agencies with their training needs at the JIS Technology Center. The JIS Technology Center currently houses 10 PC's that are made available to any JIS agency during normal business hours.

### APPLICATIONS DEVELOPMENT AND SUPPORT

The Applications Division is responsible for the database and functional support of a multitude of justice applications, some of which operate on a 24/7 basis. Applications supported include Criminal Justice Information System (CJIS), the Chancery Case Management System, and a Computer Aided Dispatch Information (CADI) application, utilized by Pretrial Services. It is also involved in application testing, modification, and training on an ongoing basis.

Current projects include (1) system acceptance and rollout of Juvenile Information Management System (JIMS), (2) deployment of enterprise-wide imaging solution, (3) system acceptance and rollout of new Pretrial software that is integrated with CJIS, (4) Oracle and Powerbuilder upgrades to all CJIS modules, and (5) deploy public web access to CJIS and Chancery systems.

## 29 Justice Information System–Performance

| Objectives  | Performance Measures  | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|---|---|-------------------|--------------------|-------------------|-------------------|
| <b>OFFICE ADMINISTRATION</b>  |   |                   |                    |                   |                   |
| 1. Maximize efficiency of manual procedures in all JIS agencies and automate tasks as appropriate to further increase efficiency and meet agencies' information and management needs. | Data/Information Systems Services   |                   |                    |                   |                   |
|   | a. JIS clients served   | 1,400             | 1,400              | 1,400             | 1,400             |
|   | b. JIS member agencies served   | 14                | 14                 | 14                | 14                |
|   | c. Install/maintain telecommunication hardware, network services, e-mail, fax services, security, virus protection for all JIS clients on a 24/7 basis with an average downtime of less than 1% | 100%              | 100%               | 100%              | 100%              |
|   | d. Install/maintain justice-wide web-enabled Help Desk problem tracking system  | 100%              | 100%               | 100%              | 100%              |
|   | e. Respond to all reported hardware/software issues within one business day   | 100%              | 100%               | 100%              | 100%              |
| 2. Implement interim solutions which will provide short-term relief to JIS agencies and work into long-term solutions.  | Chancery Case Management System (CMS)<br>Maintain Chancery Case Management System for 30 users  | 100%              | 100%               | 100%              | 100%              |
| 3. Provide system and end-user support for JIS platform and applications.   | Criminal Justice Information System   |                   |                    |                   |                   |
|   | a. Maintain CJIS Phase 1 on a 24/7 basis  | 100%              | 100%               | 100%              | 100%              |
|   | b. Implement Integrated Criminal Justice Information System Phase 2   | 100%              | 100%               | 100%              | 100%              |
|   | c. Maintain CJIS Phase 2 on a 24/7 basis  | 100%              | 100%               | 100%              | 100%              |
|   | d. Implement Pretrial Services Module   | 100%              | 100%               | 100%              | 100%              |
| 4. Provide imaging solutions for Justice community.   | Develop/Implement Integrated Justice-Wide Imaging Solution  | 100%              | 0%                 | 0%                | 100%              |
| <b>OPERATIONS AND NETWORK SERVICES &amp; HELP DESK AND TRAINING SERVICES</b>  |   |                   |                    |                   |                   |
| 1. Install/maintain telecommunication hardware, network services, email, fax services, security, virus protection for all JIS clients on a 24/7 basis.                                | a. Average uptime of greater than 99%   | 100%              | 100%               | 100%              | 100%              |
|   | b. Respond to all reported hardware/software issues within one business day   | 100%              | 97%                | 100%              | 100%              |
| <b>APPLICATIONS DEVELOPMENT AND SUPPORT</b>   |   |                   |                    |                   |                   |
| 1. Support/maintain Criminal Justice Information System (CJIS), both Phase 1 and  | a. Average uptime of greater than 99%   | 100%              | 98%                | 100%              | 100%              |
|   | b. Maintain web-enabled   |                   |                    |                   |                   |

## 29 Justice Information System–Performance

| Objectives  | Performance Measures   | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|---|--|-------------------|--------------------|-------------------|-------------------|
| Phase 2, on a 24/7 basis.   | problem tracking and bug/enhancement tracking system   | 100%              | 93%                | 100%              | 100%              |
| 2. Upgrade all CJIS modules to Oracle version 8i and Powerbuilder version 8 and absorb a portion of the enhancement/support of the system code. | a. Upgraded software tested and deployed with minimal downtime/user issues                           | na                | na                 | na                | 100%              |
|   | b. Response time improvement in all functions/modules through more efficient use of system resources | na                | na                 | na                | 100%              |

## 29 Justice Information System–Financial

### Justice Information System GSD General Fund

| EXPENSE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>OPERATING EXPENSE:</b>                        |                   |                    |                   |                   |
| <b>PERSONAL SERVICES:</b>                        |                   |                    |                   |                   |
| Salary Expense                                   | 729,089           | 701,912            | 863,460           | 984,060           |
| Fringe Benefits                                  | 179,920           | 174,979            | 209,887           | 235,987           |
| Per Diem & Other Fees                            | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL PERSONAL SERVICES</b>                   | <b>909,009</b>    | <b>876,891</b>     | <b>1,073,347</b>  | <b>1,220,047</b>  |
| <b>OTHER SERVICES:</b>                           |                   |                    |                   |                   |
| Utilities  | 0                 | 0                  | 0                 | 0                 |
| Professional Services                            | 21,930            | 35,601             | 21,930            | 21,930            |
| Purchased Services                               | 1,384             | 971                | 1,384             | 1,384             |
| Travel   | 12,300            | 1,345              | 9,300             | 9,300             |
| Communications                                   | 649               | 593                | 649               | 649               |
| Printing   | 2,500             | 953                | 2,500             | 2,500             |
| Advertising & Promotion                          | 1,000             | 1,317              | 1,000             | 1,000             |
| Subscriptions                                    | 1,500             | (821)              | 1,500             | 8,000             |
| Tuition, Reg., & Membership Dues                 | 10,000            | 13,532             | 10,500            | 20,500            |
| Repairs & Maintenance Services                   | 964,000           | 636,016            | 964,000           | 983,500           |
| Internal Service Fees                            | 96,300            | 88,103             | 127,248           | 154,597           |
| <b>TOTAL OTHER SERVICES</b>                      | <b>1,111,563</b>  | <b>777,610</b>     | <b>1,140,011</b>  | <b>1,203,360</b>  |
| <b>OTHER EXPENSE:</b>                            |                   |                    |                   |                   |
| Supplies and Materials                           | 59,500            | 80,555             | 95,000            | 95,000            |
| Misc. Other Expenses & Payments                  | 0                 | 0                  | 0                 | 0                 |
| Fixed Charges                                    | 0                 | 0                  | 0                 | 0                 |
| Licenses, Permits, & Fees                        | 54,842            | 30,021             | 24,842            | 24,842            |
| Taxes  | 0                 | 0                  | 0                 | 0                 |
| Grant Contributions & Awards                     | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL OTHER EXPENSE</b>                       | <b>114,342</b>    | <b>110,576</b>     | <b>119,842</b>    | <b>119,842</b>    |
| <b>PENSION, ANNUITY, DEBT, &amp; OTHER COSTS</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>EQUIPMENT, BUILDINGS, &amp; LAND</b>          | <b>0</b>          | <b>10,292</b>      | <b>0</b>          | <b>0</b>          |
| <b>SPECIAL PROJECTS</b>                          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL OPERATING EXPENSE</b>                   | <b>2,134,914</b>  | <b>1,775,369</b>   | <b>2,333,200</b>  | <b>2,543,249</b>  |
| <b>TRANSFERS TO OTHER FUNDS &amp; UNITS:</b>     | <b>17,778</b>     | <b>972</b>         | <b>17,778</b>     | <b>34,778</b>     |
| <b>TOTAL EXPENSE AND TRANSFERS</b>               | <b>2,152,692</b>  | <b>1,776,341</b>   | <b>2,350,978</b>  | <b>2,578,027</b>  |

## 29 Justice Information System–Financial

### Justice Information System GSD General Fund

| REVENUE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>PROGRAM REVENUE:</b>                          |                   |                    |                   |                   |
| <b>Charges, Commissions, &amp; Fees</b>          |                   |                    |                   |                   |
| Charges For Current Services                     | 0                 | 0                  | 0                 | 0                 |
| Commissions and Fees                             | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Charges, Commissions, &amp; Fees</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>Other Governments &amp; Agencies</b>          |                   |                    |                   |                   |
| Federal Direct                                   | 0                 | 0                  | 0                 | 0                 |
| Federal Through State                            | 0                 | 0                  | 0                 | 0                 |
| Federal Through Other Pass-Through               | 0                 | 0                  | 0                 | 0                 |
| State Direct                                     | 0                 | 0                  | 0                 | 0                 |
| Other Government Agencies                        | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Governments &amp; Agencies</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>Other Program Revenue</b>                     |                   |                    |                   |                   |
| Contributions and Gifts                          | 0                 | 0                  | 0                 | 0                 |
| Miscellaneous Revenue                            | 0                 | 0                  | 0                 | 0                 |
| Use of Money or Property                         | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Program Revenue</b>            | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL PROGRAM REVENUE</b>                     | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>NON-PROGRAM REVENUE:</b>                      |                   |                    |                   |                   |
| Property Taxes                                   | 0                 | 0                  | 0                 | 0                 |
| Local Option Sales Tax                           | 0                 | 0                  | 0                 | 0                 |
| Other Taxes, Licenses, & Permits                 | 0                 | 0                  | 0                 | 0                 |
| Fines, Forfeits, & Penalties                     | 0                 | 0                  | 0                 | 0                 |
| Compensation From Property                       | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL NON-PROGRAM REVENUE</b>                 | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TRANSFERS FROM OTHER FUNDS AND UNITS:</b>     | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL REVENUE AND TRANSFERS</b>               | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |

## 29 Justice Information System–Financial

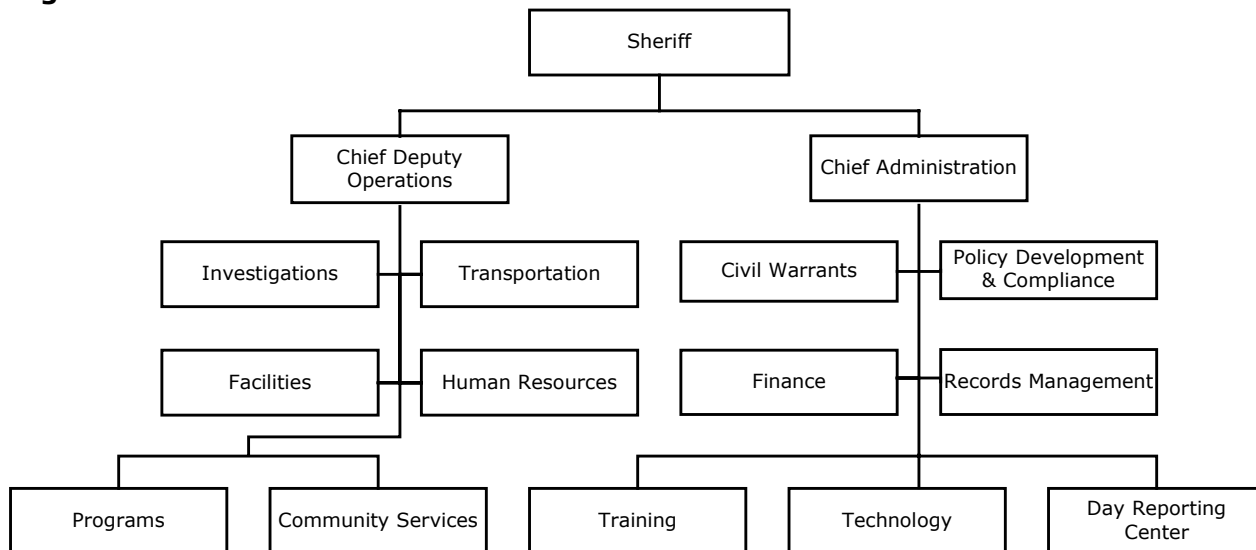
**Reminder:** Some classifications were deleted and new classifications (class number 10000 and above) were added to implement the 2002 Reclassification Study & Pay Plan. Many of the class changes from FY 2001 to FY 2002 were due to implementing that Study.

|   |              |                  | FY 2001          |          | FY 2002          |                  | FY 2003          |                  |
|---|--------------|------------------|------------------|----------|------------------|------------------|------------------|------------------|
| <u>Class</u>  | <u>Grade</u> | <u>Bud. Pos.</u> | <u>Bud. FTE.</u> |          | <u>Bud. Pos.</u> | <u>Bud. FTE.</u> | <u>Bud. Pos.</u> | <u>Bud. FTE.</u> |
| <b>29 Justice Information System - GSD Fund 10101</b> |              |                  |                  |          |                  |                  |                  |                  |
| Administrative Assistant                              | 7241         | SR09             | 0                | 0        | 0                | 0.00             | 0                | 0.00             |
| Customer Service Info Specialist                      | 7771         | GS06             | 1                | 1        | 0                | 0.00             | 0                | 0.00             |
| Database Administrator                                | 6818         | SR14             | 2                | 0        | 2                | 2.00             | 3                | 3.00             |
| Info Systems Analyst 1                                | 7779         | SR10             | 1                | 1        | 2                | 2.00             | 2                | 2.00             |
| Info Systems Div Mgr                                  | 7318         | SR14             | 1                | 0        | 1                | 1.00             | 1                | 1.00             |
| Info Systems Specialist                               | 7783         | SR12             | 4                | 2        | 6                | 6.00             | 6                | 6.00             |
| JIS Director  | 7233         | DP01             | 1                | 0        | 1                | 1.00             | 1                | 1.00             |
| Office Manager 3                                      | 7340         | GS08             | 1                | 1        | 0                | 0.00             | 0                | 0.00             |
| Office Support Manager                                | 10119        | SR09             | 0                | 1        | 1                | 1.00             | 1                | 1.00             |
| Office Support Specialist 1                           | 10123        | SR07             | 0                | 0        | 0                | 0.00             | 0                | 0.00             |
| Systems Advisor 1                                     | 7234         | SR13             | 3                | 0        | 3                | 3.00             | 3                | 3.00             |
| Systems Advisor 2                                     | 7407         | SR14             | 1                | 0        | 1                | 1.00             | 1                | 1.00             |
| Systems Analyst                                       | 6399         | GS11             | 0                | 0        | 0                | 0.00             | 0                | 0.00             |
| <b>Total Positions &amp; FTE</b>                      |              |                  | <b>15</b>        | <b>6</b> | <b>17</b>        | <b>17.00</b>     | <b>18</b>        | <b>18.00</b>     |

## 30 Sheriff–At a Glance

|                                    |  |                            |                            |   |                |                                    |  |  |  |                  |              |              |              |                       |   |   |   |                           |                            |                            |                            |                                |  |  |  |                              |         |             |             |                   |            |            |            |                       |         |         |         |                              |                            |                            |                            |                     |         |   |   |           |   |   |   |                       |                            |                            |                            |  |  |  |
|------------------------------------|--|----------------------------|----------------------------|---|----------------|------------------------------------|--|--|--|------------------|--------------|--------------|--------------|-----------------------|---|---|---|---------------------------|----------------------------|----------------------------|----------------------------|--------------------------------|--|--|--|------------------------------|---------|-------------|-------------|-------------------|------------|------------|------------|-----------------------|---------|---------|---------|------------------------------|----------------------------|----------------------------|----------------------------|---------------------|---------|---|---|-----------|---|---|---|-----------------------|----------------------------|----------------------------|----------------------------|--|--|--|
| <b>Vision</b>                      | To become a model Sheriff’s Office, valuing customer service, efficiency and respect for the individual.   |                            |                            |   |                |                                    |  |  |  |                  |              |              |              |                       |   |   |   |                           |                            |                            |                            |                                |  |  |  |                              |         |             |             |                   |            |            |            |                       |         |         |         |                              |                            |                            |                            |                     |         |   |   |           |   |   |   |                       |                            |                            |                            |  |  |  |
| <b>Mission</b>                     | To support the residents of Davidson County and the Justice System in maintaining safe homes and streets by providing care and custody of its inmates and advancing civil process in a wise and professional manner.   |                            |                            |   |                |                                    |  |  |  |                  |              |              |              |                       |   |   |   |                           |                            |                            |                            |                                |  |  |  |                              |         |             |             |                   |            |            |            |                       |         |         |         |                              |                            |                            |                            |                     |         |   |   |           |   |   |   |                       |                            |                            |                            |  |  |  |
| <b>Budget Summary</b>              | <table><tr><td></td><td><u>2000-01</u></td><td><u>2001-02</u></td><td><u>2002-03</u></td></tr><tr><td><b>Expenditures and Transfers:</b></td><td></td><td></td><td></td></tr><tr><td>GSD General Fund</td><td>\$43,986,830</td><td>\$46,341,696</td><td>\$49,271,939</td></tr><tr><td>Special purpose funds</td><td>0</td><td>0</td><td>0</td></tr><tr><td><b>Total Expenditures</b></td><td><u><b>\$43,986,830</b></u></td><td><u><b>\$46,341,696</b></u></td><td><u><b>\$49,271,939</b></u></td></tr><tr><td><b>Revenues and Transfers:</b></td><td></td><td></td><td></td></tr><tr><td>Charges, Commissions, &amp; Fees</td><td>\$9,000</td><td>\$1,425,647</td><td>\$1,596,900</td></tr><tr><td>Other Governments</td><td>17,217,175</td><td>15,872,478</td><td>17,233,521</td></tr><tr><td>Other Program Revenue</td><td>503,200</td><td>448,381</td><td>459,800</td></tr><tr><td><b>Total Program Revenue</b></td><td><u><b>\$17,729,375</b></u></td><td><u><b>\$17,746,606</b></u></td><td><u><b>\$19,290,221</b></u></td></tr><tr><td>Non-program Revenue</td><td>464,600</td><td>0</td><td>0</td></tr><tr><td>Transfers</td><td>0</td><td>0</td><td>0</td></tr><tr><td><b>Total Revenues</b></td><td><u><b>\$18,193,975</b></u></td><td><u><b>\$17,746,606</b></u></td><td><u><b>\$19,290,221</b></u></td></tr></table> |                            | <u>2000-01</u>             | <u>2001-02</u>  | <u>2002-03</u> | <b>Expenditures and Transfers:</b> |  |  |  | GSD General Fund | \$43,986,830 | \$46,341,696 | \$49,271,939 | Special purpose funds | 0 | 0 | 0 | <b>Total Expenditures</b> | <u><b>\$43,986,830</b></u> | <u><b>\$46,341,696</b></u> | <u><b>\$49,271,939</b></u> | <b>Revenues and Transfers:</b> |  |  |  | Charges, Commissions, & Fees | \$9,000 | \$1,425,647 | \$1,596,900 | Other Governments | 17,217,175 | 15,872,478 | 17,233,521 | Other Program Revenue | 503,200 | 448,381 | 459,800 | <b>Total Program Revenue</b> | <u><b>\$17,729,375</b></u> | <u><b>\$17,746,606</b></u> | <u><b>\$19,290,221</b></u> | Non-program Revenue | 464,600 | 0 | 0 | Transfers | 0 | 0 | 0 | <b>Total Revenues</b> | <u><b>\$18,193,975</b></u> | <u><b>\$17,746,606</b></u> | <u><b>\$19,290,221</b></u> |  |  |  |
|                                    | <u>2000-01</u>   | <u>2001-02</u>             | <u>2002-03</u>             |   |                |                                    |  |  |  |                  |              |              |              |                       |   |   |   |                           |                            |                            |                            |                                |  |  |  |                              |         |             |             |                   |            |            |            |                       |         |         |         |                              |                            |                            |                            |                     |         |   |   |           |   |   |   |                       |                            |                            |                            |  |  |  |
| <b>Expenditures and Transfers:</b> |  |                            |                            |   |                |                                    |  |  |  |                  |              |              |              |                       |   |   |   |                           |                            |                            |                            |                                |  |  |  |                              |         |             |             |                   |            |            |            |                       |         |         |         |                              |                            |                            |                            |                     |         |   |   |           |   |   |   |                       |                            |                            |                            |  |  |  |
| GSD General Fund                   | \$43,986,830   | \$46,341,696               | \$49,271,939               |   |                |                                    |  |  |  |                  |              |              |              |                       |   |   |   |                           |                            |                            |                            |                                |  |  |  |                              |         |             |             |                   |            |            |            |                       |         |         |         |                              |                            |                            |                            |                     |         |   |   |           |   |   |   |                       |                            |                            |                            |  |  |  |
| Special purpose funds              | 0  | 0                          | 0                          |   |                |                                    |  |  |  |                  |              |              |              |                       |   |   |   |                           |                            |                            |                            |                                |  |  |  |                              |         |             |             |                   |            |            |            |                       |         |         |         |                              |                            |                            |                            |                     |         |   |   |           |   |   |   |                       |                            |                            |                            |  |  |  |
| <b>Total Expenditures</b>          | <u><b>\$43,986,830</b></u>   | <u><b>\$46,341,696</b></u> | <u><b>\$49,271,939</b></u> |   |                |                                    |  |  |  |                  |              |              |              |                       |   |   |   |                           |                            |                            |                            |                                |  |  |  |                              |         |             |             |                   |            |            |            |                       |         |         |         |                              |                            |                            |                            |                     |         |   |   |           |   |   |   |                       |                            |                            |                            |  |  |  |
| <b>Revenues and Transfers:</b>     |  |                            |                            |   |                |                                    |  |  |  |                  |              |              |              |                       |   |   |   |                           |                            |                            |                            |                                |  |  |  |                              |         |             |             |                   |            |            |            |                       |         |         |         |                              |                            |                            |                            |                     |         |   |   |           |   |   |   |                       |                            |                            |                            |  |  |  |
| Charges, Commissions, & Fees       | \$9,000  | \$1,425,647                | \$1,596,900                |   |                |                                    |  |  |  |                  |              |              |              |                       |   |   |   |                           |                            |                            |                            |                                |  |  |  |                              |         |             |             |                   |            |            |            |                       |         |         |         |                              |                            |                            |                            |                     |         |   |   |           |   |   |   |                       |                            |                            |                            |  |  |  |
| Other Governments                  | 17,217,175   | 15,872,478                 | 17,233,521                 |   |                |                                    |  |  |  |                  |              |              |              |                       |   |   |   |                           |                            |                            |                            |                                |  |  |  |                              |         |             |             |                   |            |            |            |                       |         |         |         |                              |                            |                            |                            |                     |         |   |   |           |   |   |   |                       |                            |                            |                            |  |  |  |
| Other Program Revenue              | 503,200  | 448,381                    | 459,800                    |   |                |                                    |  |  |  |                  |              |              |              |                       |   |   |   |                           |                            |                            |                            |                                |  |  |  |                              |         |             |             |                   |            |            |            |                       |         |         |         |                              |                            |                            |                            |                     |         |   |   |           |   |   |   |                       |                            |                            |                            |  |  |  |
| <b>Total Program Revenue</b>       | <u><b>\$17,729,375</b></u>   | <u><b>\$17,746,606</b></u> | <u><b>\$19,290,221</b></u> |   |                |                                    |  |  |  |                  |              |              |              |                       |   |   |   |                           |                            |                            |                            |                                |  |  |  |                              |         |             |             |                   |            |            |            |                       |         |         |         |                              |                            |                            |                            |                     |         |   |   |           |   |   |   |                       |                            |                            |                            |  |  |  |
| Non-program Revenue                | 464,600  | 0                          | 0                          |   |                |                                    |  |  |  |                  |              |              |              |                       |   |   |   |                           |                            |                            |                            |                                |  |  |  |                              |         |             |             |                   |            |            |            |                       |         |         |         |                              |                            |                            |                            |                     |         |   |   |           |   |   |   |                       |                            |                            |                            |  |  |  |
| Transfers                          | 0  | 0                          | 0                          |   |                |                                    |  |  |  |                  |              |              |              |                       |   |   |   |                           |                            |                            |                            |                                |  |  |  |                              |         |             |             |                   |            |            |            |                       |         |         |         |                              |                            |                            |                            |                     |         |   |   |           |   |   |   |                       |                            |                            |                            |  |  |  |
| <b>Total Revenues</b>              | <u><b>\$18,193,975</b></u>   | <u><b>\$17,746,606</b></u> | <u><b>\$19,290,221</b></u> |   |                |                                    |  |  |  |                  |              |              |              |                       |   |   |   |                           |                            |                            |                            |                                |  |  |  |                              |         |             |             |                   |            |            |            |                       |         |         |         |                              |                            |                            |                            |                     |         |   |   |           |   |   |   |                       |                            |                            |                            |  |  |  |
| <b>Positions</b>                   | Total Budgeted Positions   | 665                        | 638                        | 644   |                |                                    |  |  |  |                  |              |              |              |                       |   |   |   |                           |                            |                            |                            |                                |  |  |  |                              |         |             |             |                   |            |            |            |                       |         |         |         |                              |                            |                            |                            |                     |         |   |   |           |   |   |   |                       |                            |                            |                            |  |  |  |
| <b>Contacts</b>                    | Sheriff: Gayle Ray<br>Financial Manager: Cynthia Osborn<br><br>506 2 <sup>nd</sup> Avenue North 37201  |                            |                            | email: gray@dcso.nashville.org<br>email: cosborn@dcso.nashville.org<br><br>Phone: 862-8170      FAX: 862-8188 |                |                                    |  |  |  |                  |              |              |              |                       |   |   |   |                           |                            |                            |                            |                                |  |  |  |                              |         |             |             |                   |            |            |            |                       |         |         |         |                              |                            |                            |                            |                     |         |   |   |           |   |   |   |                       |                            |                            |                            |  |  |  |

### Organizational Structure



# 30 Sheriff–At a Glance

## Budget Highlights FY 2003

|  |                    |
|--|--------------------|
| • Pay Plan/Benefit adjustment  | \$1,041,300        |
| • Elected Office salary TCA increase   | 1,900              |
| • 800 MHz Radio System   | -25                |
| • Postal Service rates increase  | 18,665             |
| • Fleet Management Consolidation net adjustment  | -311,728           |
| • Information Systems billings   | -4,077             |
| • Telecommunication net adjustment   | -49,762            |
| • Corrections Corporation of America (CCA) contract increase and population increase cost (Deberry – Local sentenced felons)               | 1,814,100          |
| • Corrections Corporation of American (CCA) contract increase and population increase cost (Deberry – Misdemeanor)                         | 77,700             |
| • Four Help Desk positions   | 102,600            |
| • Fully fund Help Desk positions (Data Imaging and Accountant) previously funded by the expiring Local Law Enforcement Block Grant (LLEBG) | 67,400             |
| • Continuation funding for Database Analyst and software maintenance previously funded by an expiring Byrne Grant                          | 48,000             |
| • DMC software maintenance and upgrades and technical support services   | 25,900             |
| • Waste Management tipping fees for Community Services Unit  | 69,700             |
| • Add Drug Testing Unit position to address increased workload   | 31,400             |
| • Card key maintenance contract increase   | 900                |
| Total  | <u>\$2,933,973</u> |

## Overview

### INVESTIGATIONS

This Investigations Division investigates allegations of employee misconduct and supports the Metro Nashville Police Department with investigations concerning unlawful activity of both staff and inmates within DCSO facilities.

### TRANSPORTATION

The Transportation Division moves inmates between jails and between the jails and court buildings.

### FACILITIES

**The Criminal Justice Center** provides care and custody for male pretrial detainees, convicted felons and misdemeanants, special needs offenders, maximum security inmates, US Marshall Service Inmates, and juveniles bound over for trial as adults. It books and initially classifies all inmates.

**The Hill Detention Center** provides care and custody for male medium custody pre-trial felons, pre-trial and convicted misdemeanants.

**The Correctional Work Center** provides care and custody for male minimum custody inmates. Programs for inmates include work release, community service, substance abuse, domestic violence counseling, and general education.

### HUMAN RESOURCES

This Human Resources Division recruits and hires new employees and manages timekeeping and payroll. Human Resources also supports department managers in employee evaluation and disciplinary actions and provides liaison with Metro Personnel and Benefit Board.

### PROGRAMS

**Inmate Programs** provides educational and spiritual programming for inmates and recruits and manages volunteers in the jails.

**Metro Davidson County Detention Center Liaison** insures vendor compliance with Metro's contract, policies, and procedures, applicable Federal and State statutes, American Correctional Association (ACA) standards, and pertinent State requirements.

### COMMUNITY SERVICES

**Community Services/Maintenance Division** provides productive work experience for minimum custody inmates, who clean state routes, city and county roads, schools, libraries, government offices, and non-profit organizations and provides chipper service throughout the community. This department also provides general maintenance for sheriff's office buildings and grounds.

### CIVIL WARRANTS

The Civil Warrants Division advances civil process for Criminal, Circuit, Probate, Chancery and General Sessions Courts in Davidson County, as well as for other Tennessee counties, other states and foreign countries.

### POLICY DEVELOPMENT AND COMPLIANCE

The Policy Development and Compliance Division assure that all staff are provided concrete guidance for job performance and that all staff activity conform to department policies.

### FINANCE

The Finance Division supports the Davidson County Sheriff's Office mission by obtaining and managing financial resources.



## 30 Sheriff–At a Glance

### **RECORDS MANAGEMENT**

The Records Management Division creates and maintains inmate and staff work records in accordance with legal requirements.

### **TRAINING**

The Training Academy supports the Davidson County Sheriff's Office vision by addressing the training needs of employees at every level.

### **TECHNOLOGY**

The Technology Division supplies and maintains electronic tools and supports information systems throughout, including the Jail Management System.

### **DAY REPORTING CENTER**

The Day Reporting Center provides an alternative to incarceration for certain qualifying offenders.

# 30 Sheriff-Performance

| Objectives   | Performance Measures                           | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|--|-------------------|--------------------|-------------------|-------------------|
| <b>CHIEF OF OPERATIONS</b>   |  |                   |                    |                   |                   |
| <b>INVESTIGATIONS</b>  |  |                   |                    |                   |                   |
| 1. Discourage, detect and respond to illegal, irresponsible and unprofessional activity within the department.                             | Internal investigations successfully completed | 50                | 36                 | 55                | 31                |
| <b>FACILITIES</b>  |  |                   |                    |                   |                   |
| 1. Meet or exceed recognized professional standards for the operation of correctional facilities.  | Accredited facilities/services                 | 3                 | 3                  | 3                 | 5                 |
| <b>Criminal Justice Center</b>   |  |                   |                    |                   |                   |
| 1. Provide intake services for the DCSO.   | a. Arrests processed                           | 45,500            | 34,756             | 48,000            | *                 |
|  | b. Inmate days                                 | 250,000           | 233,103            | 260,000           | *                 |
|  | c. Inmates classified                          | 15,500            | 10,429             | 13,885            | *                 |
|  | d. Citations                                   | 20,000            | 12,312             | 17,000            | *                 |
| 2. House inmates in a safe and secure environment.   | a. Incident reports (inmates)                  | 1,700             | 1,439              | 2,050             | *                 |
|  | b. Disciplinary reports                        | 1,500             | 1,053              | 3,000             | *                 |
|  | c. Violent incidents                           | 450               | 429                | 590               | *                 |
| 3. Provide counseling and other support services to inmates.   | Counseling contacts                            | 20,000            | 17,294             | 19,000            | *                 |
| <b>Hill Detention Center</b>   |  |                   |                    |                   |                   |
| 1. Maintain a safe, secure environment for all inmates and employees.  | a. Inmate/inmate assaults                      | 75                | 20                 | 85                | *                 |
|  | b. Inmate/officer assaults                     | 20                | 11                 | 30                | *                 |
| 2. Provide programming to jail population.   | a. Substance Abuse Program meetings            | 175               | 197                | 190               | 200               |
|  | b. Educational Program meetings                | 290               | 375                | 300               | 385               |
|  | c. Religious Program meetings                  | 200               | 177                | 210               | 220               |
| <b>Correctional Work Center</b>  |  |                   |                    |                   |                   |
| 1. To house all minimum custody inmates and assign institutional job assignments in food service, community service, and outside agencies. | Inmate days                                    | 219,000           | 196,748            | 273,750           | *                 |
| 2. To support the rehabilitation of offenders by providing meaningful work experiences, while also provide restitution to the community.   | a. Man-hours provided to DCSO                  | 311,842           | 321,480            | 247,500           | *                 |
|  | b. Man-hours provided other Metro agencies     | 110,000           | 112,020            | 112,500           | *                 |
| 3. To support responsible behavior by collecting funds from work release inmates   | Child support payments                         | \$28,000          | \$17,337           | \$21,250          | *                 |

## 30 Sheriff-Performance

| Objectives  | Performance Measures                | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|---|-------------------------------------|-------------------|--------------------|-------------------|-------------------|
| to support their families.  |                                     |                   |                    |                   |                   |
| 4. To support substance abuse and domestic violence treatment provided through New Avenues and Sheriff's Anti-Violence Effort (SAVE). | a. Inmates assessed for New Avenues | 480               | 312                | 340               | *                 |
|   | b. Inmates admitted for NA          | 560               | 239                | 260               | *                 |
|   | c. Inmates completing NA            | 130               | 199                | 250               | *                 |
|   | d. Inmates completing SAVE          | 250               | 154                | 240               | *                 |

### Deberry Facility - CCA Contract

|   |                      |         |         |         |   |
|---|----------------------|---------|---------|---------|---|
| 1. Maximize the use of available contract beds for the benefit of both State and County courts. | a. Total inmate days | 463,550 | 414,783 | 350,000 | * |
|---|----------------------|---------|---------|---------|---|

### HUMAN RESOURCES

|   |  |     |     |     |     |
|---|--|-----|-----|-----|-----|
| 1. Recruit and select employees who will contribute to the DCSO vision of becoming a model sheriff's office, valuing customer service, efficiency and respect for the individual. | a. Employment applications received and reviewed | 500 | 454 | 400 | 600 |
|   | b. Applicants screened                           | 400 | 221 | 300 | 325 |
|   | c. New hires                                     | 150 | 96  | 125 | 70  |
|   | d. New hires retained past one year              | 100 | 51  | 90  | 45  |
|   | e. Employees promoted                            | 50  | 47  | 40  | 40  |

### PROGRAMS

|  |   |       |       |       |       |
|--|---|-------|-------|-------|-------|
| 1. Provide the opportunity for educational programming and testing at all levels up through GED for all inmates.                                     | a. Inmates in education program                                   | 2,500 | 2,680 | 2,500 | 2,795 |
|  | b. Inmates taking GED   | 275   | 124   | 275   | 160   |
|  | c. Inmates passing GED  | 225   | 110   | 230   | 130   |
|  | d. Inmates using computer-assisted learning program               | 2,000 | 2,440 | 2,400 | 2,580 |
| 2. Provide the opportunity for spiritual education and expression to all inmates.  | Number of attendees of religious services and Bible study classes | 2,500 | 1,750 | 2,500 | 1,860 |
| 3. Effectively utilize community resources to support behavior change in DCSO inmates and to improve the quality, quantity or cost of DCSO services. | a. Individual volunteers  | 200   | 212   | 250   | 225   |
|  | b. Hours of volunteer service                                     | 4,450 | 1,940 | 5,000 | 2,050 |

### COMMUNITY SERVICES

|  |   |           |           |             |             |
|--|---|-----------|-----------|-------------|-------------|
| 1. To support the rehabilitation of offenders by providing meaningful work experiences.  | a. Number of inmate days worked                                 | 17,000    | 13,073    | 26,200      | 17,000      |
|  | b. Number of hours inmates worked                               | 175,000   | 158,873   | 210,000     | 200,000     |
| 2. To provide a means for offenders to offer restitution to the community by providing sanitation and beautification services. | a. Inmate labor cost equivalent                                 | \$800,000 | \$968,809 | \$1,100,000 | \$1,300,000 |
|  | b. Number of service contacts to schools and government offices | 3,000     | 2,223     | 3,500       | 3,200       |
|  | c. Miles covered  | 200,000   | 112,847   | 175,000     | 175,000     |
|  | d. Streets cleaned  | 9,500     | 8,880     | 9,700       | 9,500       |

## 30 Sheriff-Performance

| Objectives  | Performance Measures  | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|---|---|-------------------|--------------------|-------------------|-------------------|
| <b>CHIEF ADMINISTRATION</b>   |   |                   |                    |                   |                   |
| <b>CIVIL WARRANTS</b>   |   |                   |                    |                   |                   |
| 1. Serve civil process and subpoenas efficiently and with respect for individuals on both sides of the proceedings.                                       | a. Civil warrants and subpoenas processed                               | 190,000           | 208,520            | 200,000           | 205,000           |
|   | b. Civil warrants and subpoenas served                                  | 190,000           | 200,000            | 199,900           | 201,000           |
| 2. Serve orders of protection successfully 100% of the time and within 24 hours 95% of the time.  | a. Orders of protection processed                                       | 3,000             | 3,299              | 3,600             | 3,400             |
|   | b. Orders served  | 3,000             | 3,299              | 3,600             | 3,400             |
|   | c. Orders served within 24 hours  | 2,990             | 3,100              | 3,560             | 3,300             |
| 3. Serve criminal summonses as directed by Davidson County General Sessions Court.  | a. Criminal summonses received  | 400               | 100                | 50                | 50                |
|   | b. Criminal summonses served  | 300               | 82                 | 50                | 50                |
| 4. Levy upon and sell at auction the personal property of judgment debtors.   | Levy and tax collections  | \$1,000,000       | \$1,295,500        | \$1,500,000       | \$1,500,000       |
| <b>FINANCE</b>  |   |                   |                    |                   |                   |
| 1. Collect per diem reimbursements for State and Federal inmates housed in Metro facilities.  | a. Sheriff's inmate days - State  | 97,500            | 63,980             | 95,000            | *                 |
|   | b. CCA inmate days - State  | 370,000           | 332,254            | 330,000           | *                 |
|   | c. Inmate days - Federal  | 9,500             | 9,009              | 9,600             | *                 |
| <b>TRAINING</b>   |   |                   |                    |                   |                   |
| 1. To assure that every new correctional officer is provided 240 hours of professional pre-service training before given correctional responsibility.     | a. New correctional officer hired                                       | 100               | 70                 | 100               | 60                |
|   | b. New correctional officers completing pre-service training            | 95                | 54                 | 95                | 50                |
|   | c. New correctional officers sent to institutions to work               | 95                | 54                 | 95                | 50                |
|   | d. Sort training hours  | 2,688             | 1,440              | 2,808             | 1,500             |
|   | e. Firearms training hours  | 2,120             | 1,360              | 1,700             | 1,500             |
|   | f. Computer training hours  | 1,000             | 493                | 1,000             | 500               |
|   | g. Other training hours   | 4,000             | 4,138              | 6,000             | 4,500             |
| 2. To assure that every corrections professional with daily inmate contact is given a minimum of 40 hours of training on an annual basis.                 | a. Corrections professionals employed throughout the year               | 414               | 531                | 419               | 530               |
|   | b. Corrections professionals completing 40 hours of in-service training | 414               | 465                | 419               | 530               |
|   | c. Pre-service training hours   | 24,000            | 10,354             | 24,000            | 12,750            |
| 3. To assure that every employee in a support position is given on an annual basis a minimum of 16 hours of training on subjects pertinent to their work. | a. Support personnel employed throughout the year                       | 217               | 98                 | 127               | 100               |
|   | b. Support personnel completing 16 hours of in-service training         | 217               | 80                 | 127               | 100               |

## 30 Sheriff-Performance

| Objectives  | Performance Measures                                   | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|---|--|-------------------|--------------------|-------------------|-------------------|
| 4. To support good living habits and personal fitness among employees by providing convenient and inexpensive access to exercise opportunities. | a. Number of unique employees using fitness facilities | 500               | 293                | 500               | 300               |
|   | b. Number of visits to fitness facilities              | 7,000             | 5,975              | 6,000             | 6,000             |

### TECHNOLOGY

|  |  |     |     |     |     |
|--|--|-----|-----|-----|-----|
| 1. Implement a PC-based Jail Management System which supports the Davidson County criminal and civil justice systems and the efficient and effective management of the Davidson County Sheriff's Office. | Employees supported by networked computer applications | 650 | 625 | 669 | 650 |
|--|--|-----|-----|-----|-----|

\* Population and associated projections are being developed by The Institute on Crime, Justice and Corrections of George Washington University.

# 30 Sheriff-Financial

## Sheriff GSD General Fund

| EXPENSE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>OPERATING EXPENSE:</b>                        |                   |                    |                   |                   |
| <b>PERSONAL SERVICES:</b>                        |                   |                    |                   |                   |
| Salary Expense                                   | 17,631,181        | 17,969,441         | 19,434,017        | 20,544,217        |
| Fringe Benefits                                  | 5,468,176         | 5,227,007          | 5,676,286         | 5,855,886         |
| Per Diem & Other Fees                            | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL PERSONAL SERVICES</b>                   | <b>23,099,357</b> | <b>23,196,448</b>  | <b>25,110,303</b> | <b>26,400,103</b> |
| <b>OTHER SERVICES:</b>                           |                   |                    |                   |                   |
| Utilities  | 493,753           | 626,532            | 647,608           | 647,608           |
| Professional Services                            | 18,009,362        | 17,286,453         | 18,167,292        | 20,059,092        |
| Purchased Services                               | 87,391            | 206,994            | 189,629           | 259,329           |
| Travel   | 5,650             | 8,641              | 6,550             | 6,550             |
| Communications                                   | 8,225             | 10,440             | 6,395             | 6,395             |
| Printing   | 19,692            | 9,042              | 4,200             | 4,200             |
| Advertising & Promotion                          | 10,500            | 3,666              | 6,000             | 6,000             |
| Subscriptions                                    | 6,248             | 8,276              | 3,049             | 3,049             |
| Tuition, Reg., & Membership Dues                 | 50,764            | 25,405             | 1,645             | 1,645             |
| Repairs & Maintenance Services                   | 198,601           | 142,212            | 99,805            | 125,905           |
| Internal Service Fees                            | 866,248           | 814,613            | 1,024,231         | 677,304           |
| <b>TOTAL OTHER SERVICES</b>                      | <b>19,756,434</b> | <b>19,142,274</b>  | <b>20,156,404</b> | <b>21,797,077</b> |
| <b>OTHER EXPENSE:</b>                            |                   |                    |                   |                   |
| Supplies and Materials                           | 897,204           | 957,339            | 826,134           | 828,384           |
| Misc. Other Expenses & Payments                  | 0                 | 225                | 0                 | 0                 |
| Fixed Charges                                    | 82,600            | 95,019             | 63,779            | 63,779            |
| Licenses, Permits, & Fees                        | 0                 | 9,704              | 7,440             | 7,440             |
| Taxes  | 0                 | 0                  | 0                 | 0                 |
| Grant Contributions & Awards                     | 0                 | 8,967              | 9,133             | 9,133             |
| <b>TOTAL OTHER EXPENSE</b>                       | <b>979,804</b>    | <b>1,071,254</b>   | <b>906,486</b>    | <b>908,736</b>    |
| <b>PENSION, ANNUITY, DEBT, &amp; OTHER COSTS</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>EQUIPMENT, BUILDINGS, &amp; LAND</b>          | <b>0</b>          | <b>65,551</b>      | <b>0</b>          | <b>0</b>          |
| <b>SPECIAL PROJECTS</b>                          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL OPERATING EXPENSE</b>                   | <b>43,835,595</b> | <b>43,475,527</b>  | <b>46,173,193</b> | <b>49,105,916</b> |
| <b>TRANSFERS TO OTHER FUNDS &amp; UNITS:</b>     | <b>151,235</b>    | <b>166,986</b>     | <b>168,503</b>    | <b>166,023</b>    |
| <b>TOTAL EXPENSE AND TRANSFERS</b>               | <b>43,986,830</b> | <b>43,642,513</b>  | <b>46,341,696</b> | <b>49,271,939</b> |

# 30 Sheriff-Financial

## Sheriff GSD General Fund

|  | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>REVENUE AND TRANSFERS</b>                     |                   |                    |                   |                   |
| <b>PROGRAM REVENUE:</b>                          |                   |                    |                   |                   |
| <b>Charges, Commissions, &amp; Fees</b>          |                   |                    |                   |                   |
| Charges For Current Services                     | 9,000             | 1,516,398          | 1,425,647         | 1,596,900         |
| Commissions and Fees                             | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Charges, Commissions, &amp; Fees</b> | <b>9,000</b>      | <b>1,516,398</b>   | <b>1,425,647</b>  | <b>1,596,900</b>  |
| <b>Other Governments &amp; Agencies</b>          |                   |                    |                   |                   |
| Federal Direct                                   | 604,650           | 520,557            | 548,839           | 303,200           |
| Federal Through State                            | 200,000           | 190,246            | 192,316           | 196,021           |
| Federal Through Other Pass-Through               | 0                 | 0                  | 0                 | 0                 |
| State Direct                                     | 16,412,525        | 19,416,338         | 15,131,323        | 16,734,300        |
| Other Government Agencies                        | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Governments &amp; Agencies</b> | <b>17,217,175</b> | <b>20,127,141</b>  | <b>15,872,478</b> | <b>17,233,521</b> |
| <b>Other Program Revenue</b>                     |                   |                    |                   |                   |
| Contributions and Gifts                          | 0                 | 0                  | 1,250             | 0                 |
| Miscellaneous Revenue                            | 503,200           | 532,487            | 447,231           | 459,800           |
| Use of Money or Property                         | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Program Revenue</b>            | <b>503,200</b>    | <b>532,487</b>     | <b>448,481</b>    | <b>459,800</b>    |
| <b>TOTAL PROGRAM REVENUE</b>                     | <b>17,729,375</b> | <b>22,176,026</b>  | <b>17,746,606</b> | <b>19,290,221</b> |
| <b>NON-PROGRAM REVENUE:</b>                      |                   |                    |                   |                   |
| Property Taxes                                   | 0                 | 0                  | 0                 | 0                 |
| Local Option Sales Tax                           | 0                 | 0                  | 0                 | 0                 |
| Other Taxes, Licenses, & Permits                 | 0                 | 0                  | 0                 | 0                 |
| Fines, Forfeits, & Penalties                     | 464,600           | 1,117              | 0                 | 0                 |
| Compensation From Property                       | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL NON-PROGRAM REVENUE</b>                 | <b>464,600</b>    | <b>1,117</b>       | <b>0</b>          | <b>0</b>          |
| <b>TRANSFERS FROM OTHER FUNDS AND UNITS:</b>     | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL REVENUE AND TRANSFERS</b>               | <b>18,193,975</b> | <b>22,177,143</b>  | <b>17,746,606</b> | <b>19,290,221</b> |

## 30 Sheriff-Financial

**Reminder:** Some classifications were deleted and new classifications (class number 10000 and above) were added to implement the 2002 Reclassification Study & Pay Plan. Many of the class changes from FY 2001 to FY 2002 were due to implementing that Study.

|                                 | Class | Grade | FY 2001   |          | FY 2002   |          | FY 2003   |          |
|---------------------------------|-------|-------|-----------|----------|-----------|----------|-----------|----------|
|                                 |       |       | Bud. Pos. | Bud. FTE | Bud. Pos. | Bud. FTE | Bud. Pos. | Bud. FTE |
| 30 Sheriff - GSD Fund 10101     |       |       |           |          |           |          |           |          |
| Admin Services Mgr              | 7242  | SR13  | 5         | 5.0      | 6         | 6.00     | 6         | 6.00     |
| Admin Services Officer 2        | 7243  | SR08  | 12        | 12.0     | 29        | 29.00    | 19        | 19.00    |
| Admin Services Officer 3        | 7244  | SR10  | 4         | 4.0      | 4         | 4.00     | 4         | 4.00     |
| Admin Services Officer 4        | 7245  | SR12  | 5         | 5.0      | 3         | 3.00     | 4         | 4.00     |
| Administrative Assistant 1      | 7240  | GS06  | 5         | 5.0      | 0         | 0.00     | 0         | 0.00     |
| Administrative Assistant 2      | 7241  | SR09  | 8         | 7.5      | 9         | 8.49     | 10        | 9.50     |
| Case Worker 1                   | 7143  | SR08  | 19        | 19.0     | 13        | 13.00    | 13        | 13.00    |
| Case Worker 2                   | 7859  | N/A   | 1         | 1.0      | 4         | 4.00     | 5         | 5.00     |
| Chief Deputy - Sheriff          | 6680  | SR15  | 1         | 1.0      | 1         | 1.00     | 1         | 1.00     |
| Class Counselor                 | 7142  | SR10  | 11        | 11.0     | 10        | 10.00    | 11        | 11.00    |
| Corr Officer Lieut              | 7145  | C004  | 22        | 22.0     | 21        | 21.00    | 20        | 20.00    |
| Corr Officer Sgt                | 6690  | C003  | 45        | 45.0     | 40        | 40.00    | 40        | 40.00    |
| Correctional Officer 1          | 6982  | C001  | 215       | 215.0    | 192       | 192.00   | 191       | 191.00   |
| Correctional Officer 2          | 6981  | C002  | 81        | 81.0     | 75        | 75.00    | 75        | 75.00    |
| Corrections Specialist 2        | 7697  | SR08  | 16        | 16.0     | 10        | 10.00    | 16        | 16.00    |
| Customer Service Rep 2          | 6855  | SR06  | 17        | 17.0     | 0         | 0.00     | 0         | 0.00     |
| Customer Service Rep 3          | 7284  | GS05  | 5         | 5.0      | 0         | 0.00     | 0         | 0.00     |
| Data Ent Spec-Sheriff           | 7664  | SR06  | 11        | 11.0     | 11        | 11.00    | 12        | 12.00    |
| Database Administrator          | 6818  | SR14  | 0         | 0.0      | 1         | 1.00     | 1         | 1.00     |
| Database Analyst                | 7285  | SR13  | 1         | 1.0      | 0         | 0.00     | 0         | 0.00     |
| Dir Admin-Sheriff               | 7147  | SR14  | 1         | 1.0      | 1         | 1.00     | 1         | 1.00     |
| Div Mgr - Sheriff               | 7159  | SR14  | 1         | 1.0      | 1         | 1.00     | 1         | 1.00     |
| Equip Inventory Asst.2          | 7301  | SR07  | 2         | 2.0      | 2         | 2.00     | 2         | 2.00     |
| Food Services Officer           | 7149  | GS05  | 0         | 0.0      | 0         | 0.00     | 0         | 0.00     |
| Help Desk Representative        | 7913  | GS06  | 4         | 4.0      | 0         | 0.00     | 4         | 4.00     |
| Human Resources Analyst 3       | 3455  | SR10  | 1         | 1.0      | 2         | 2.00     | 2         | 2.00     |
| Human Resources Div Mgr         | 7346  | SR13  | 1         | 1.0      | 1         | 1.00     | 1         | 1.00     |
| Info Systems Analyst 1          | 7779  | SR10  | 2         | 2.0      | 1         | 1.00     | 1         | 1.00     |
| Info Systems Manager            | 7782  | SR13  | 1         | 1.0      | 1         | 1.00     | 1         | 1.00     |
| Info Systems Specialist         | 7783  | SR12  | 0         | 0.0      | 2         | 2.00     | 2         | 2.00     |
| Info Systems Technician 1       | 7784  | SR08  | 0         | 0.0      | 4         | 4.00     | 4         | 4.00     |
| Info Systems Technician 2       | 7785  | SR09  | 1         | 1.0      | 1         | 1.00     | 1         | 1.00     |
| Maintenance Mechanic 1          | 7699  | SR08  | 8         | 8.0      | 9         | 9.00     | 9         | 9.00     |
| Maintenance Mechanic 2          | 7700  | SR09  | 3         | 3.0      | 2         | 2.00     | 2         | 2.00     |
| Maintenance Mechanic Technician | 7914  | SR06  | 1         | 1.0      | 1         | 1.00     | 1         | 1.00     |
| Maintenance Supervisor          | 7701  | GS09  | 0         | 0.0      | 0         | 0.00     | 0         | 0.00     |
| Office Assistant 1              | 7747  | GS03  | 2         | 1.3      | 0         | 0.00     | 0         | 0.00     |
| Office Assistant 2              | 7748  | GS04  | 7         | 7.0      | 0         | 0.00     | 0         | 0.00     |
| Office Assistant 3              | 7749  | GS05  | 2         | 2.0      | 0         | 0.00     | 0         | 0.00     |
| Office Manager 1                | 5956  | GS06  | 1         | 1.0      | 0         | 0.00     | 0         | 0.00     |
| Office Support Rep 1            | 10120 | SR04  | 0         | 0.0      | 1         | 1.00     | 1         | 1.00     |
| Office Support Rep 2            | 10121 | SR05  | 0         | 0.0      | 28        | 28.00    | 27        | 27.00    |
| Office Support Spec 1           | 10123 | SR07  | 0         | 0.0      | 11        | 11.00    | 12        | 10.20    |
| Prisoner Process Spec           | 7711  | SR06  | 34        | 34.0     | 40        | 40.00    | 39        | 39.00    |
| Process Server                  | 3890  | SR06  | 3         | 3.0      | 3         | 3.00     | 3         | 3.00     |
| Program Coordinator             | 6034  | SR09  | 6         | 6.0      | 4         | 3.49     | 4         | 2.50     |
| Program Manager 1               | 7376  | SR11  | 16        | 16.0     | 16        | 16.00    | 18        | 18.00    |
| Program Manager 2               | 7377  | SR12  | 0         | 0.0      | 2         | 2.00     | 2         | 2.00     |
| Program Specialist 1            | 7378  | SR06  | 2         | 2.0      | 1         | 1.00     | 1         | 1.00     |
| Program Specialist 2            | 7379  | SR08  | 10        | 9.5      | 5         | 4.49     | 4         | 3.50     |
| Program Specialist 3            | 7380  | SR10  | 8         | 8.0      | 6         | 5.20     | 6         | 6.00     |
| Program Supervisor              | 7381  | SR10  | 7         | 7.0      | 5         | 5.00     | 7         | 7.00     |
| Property Guard 2                | 4725  | SR05  | 1         | 1.0      | 0         | 0.00     | 0         | 0.00     |
| Secretary 1                     | 0060  | GS05  | 0         | 0.0      | 0         | 0.00     | 0         | 0.00     |



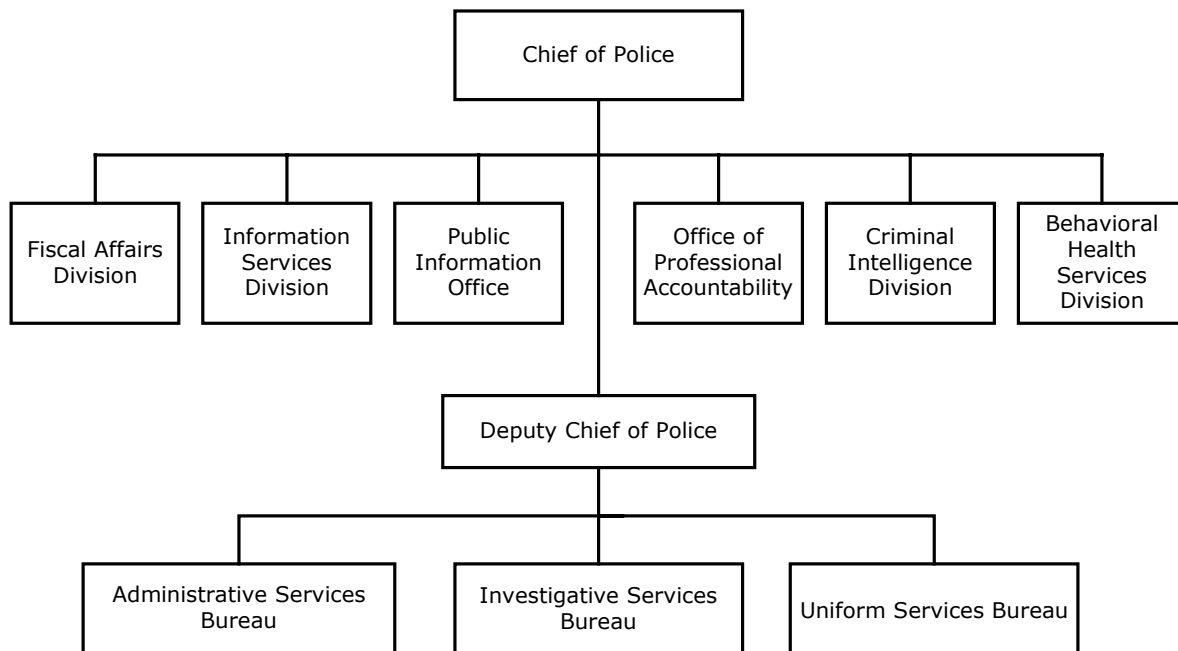
## 30 Sheriff-Financial

|  |              |              | FY 2001          |                 | FY 2002          |                 | FY 2003          |                 |
|--|--------------|--------------|------------------|-----------------|------------------|-----------------|------------------|-----------------|
|  | <u>Class</u> | <u>Grade</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> |
| <b>30 Sheriff - GSD Fund 10101</b>               |              |              |                  |                 |                  |                 |                  |                 |
| Secretary 2                                      | 6146         | GS06         | 4                | 4.0             | 0                | 0.00            | 0                | 0.00            |
| Secretary 3                                      | 7398         | GS07         | 6                | 5.2             | 0                | 0.00            | 0                | 0.00            |
| Sheriff  | 4907         | EL           | 1                | 1.0             | 1                | 1.00            | 1                | 1.00            |
| Teacher - Corrections                            | 7189         | SR07         | 9                | 2.5             | 10               | 3.47            | 11               | 5.20            |
| Warrant Officer 1-Sheriff                        | 6689         | SR08         | 3                | 3.0             | 24               | 24.00           | 24               | 24.00           |
| Warrant Officer 2-Sheriff                        | 6686         | SR09         | 22               | 22.0            | 7                | 7.00            | 7                | 7.00            |
| Warrant Officer 3-Sheriff                        | 7144         | SR10         | 11               | 11.0            | 4                | 4.00            | 4                | 4.00            |
| <b>Sheriff 10101 Total Positions &amp; FTE</b>   |              |              | <b>665</b>       | <b>655.9</b>    | <b>625</b>       | <b>616.14</b>   | <b>631</b>       | <b>620.90</b>   |
| <b>Fund 30015</b>                                |              |              |                  |                 |                  |                 |                  |                 |
| Administration Svcs Officer 3                    | 7244         | SR10         | 0                | 0.0             | 1                | 1.00            | 1                | 1               |
| Office Support Rep 2                             | 10121        | SR05         | 0                | 0.0             | 1                | 1.00            | 1                | 1               |
| <b>Sheriff 30015 Total Positions &amp; FTE</b>   |              |              | <b>0</b>         | <b>0.0</b>      | <b>2</b>         | <b>2.00</b>     | <b>2</b>         | <b>2</b>        |
| <b>Fund 32000</b>                                |              |              |                  |                 |                  |                 |                  |                 |
| Administrative Services Officer 4                | 7245         | SR12         | 0                | 0.0             | 1                | 1.00            | 1                | 1               |
| Case Worker 2                                    | 7859         | NS           | 0                | 0.0             | 6                | 6.01            | 6                | 6.01            |
| Office Support Spec 1                            | 10123        | SR07         | 0                | 0.0             | 1                | 1.00            | 0                | 0               |
| Program Coordinator                              | 6034         | SR09         | 0                | 0.0             | 1                | 1.00            | 1                | 1               |
| Program Specialist 2                             | 7379         | SR08         | 0                | 0.0             | 0                | 0.00            | 0                | 0               |
| Program Specialist 3                             | 7380         | SR10         | 0                | 0.0             | 1                | 1.00            | 1                | 1               |
| Program Supervisor                               | 7381         | SR10         | 0                | 0.0             | 1                | 1.00            | 1                | 1               |
| Secretary 3                                      | 7398         | GS07         | 0                | 0.0             | 0                | 0.00            | 1                | 1               |
| <b>32000 Total Positions &amp; FTE</b>           |              |              | <b>0</b>         | <b>0.0</b>      | <b>11</b>        | <b>11.01</b>    | <b>11</b>        | <b>11.01</b>    |
| <b>Sheriff Total Funds Positions &amp; FTE's</b> |              |              | <b>665</b>       | <b>655.9</b>    | <b>638</b>       | <b>629.15</b>   | <b>644</b>       | <b>633.91</b>   |

## 31 Police—At a Glance

|                       |   |                      |                      |                      |
|-----------------------|---|----------------------|----------------------|----------------------|
| <b>Mission</b>        | To provide community based police services through crime prevention strategies and partnerships, to ensure a safe and peaceful Nashville.   |                      |                      |                      |
| <b>Budget Summary</b> |   | <b>2000-01</b>       | <b>2001-02</b>       | <b>2002-03</b>       |
|                       | <b>Expenditures and Transfers:</b>  |                      |                      |                      |
|                       | GSD General Fund  | \$98,982,434         | \$109,941,263        | \$115,782,029        |
|                       | USD General Fund  | 481,000              | 481,000              | 481,000              |
|                       | Special purpose funds   | 5,825,030            | 5,312,530            | 4,220,850            |
|                       | <b>Total Expenditures</b>   | <b>\$105,288,464</b> | <b>\$115,734,793</b> | <b>\$120,483,879</b> |
|                       | <b>Revenues and Transfers:</b>  |                      |                      |                      |
|                       | Charges, Commissions, & Fees  | \$3,092,138          | \$2,807,500          | \$3,406,850          |
|                       | Other Governments   | 1,313,061            | 950,350              | 203,511              |
|                       | Other Program Revenue   | -27,284              | 205,100              | 121,000              |
|                       | <b>Total Program Revenue</b>  | <b>\$4,377,915</b>   | <b>\$3,962,950</b>   | <b>\$3,731,361</b>   |
|                       | Non-program Revenue   | 1,540,000            | 2,665,000            | 2,614,000            |
|                       | Transfers   | 395,000              | 373,470              | 459,466              |
|                       | <b>Total Revenues</b>   | <b>\$6,312,915</b>   | <b>\$7,001,420</b>   | <b>\$6,804,827</b>   |
| <b>Positions</b>      | Total Budgeted Positions  | 1,937                | 1,993                | 2,014                |
| <b>Contacts</b>       | Chief of Police: Emmett H. Turner      email: eturner@police.nashville.org<br>Financial Manager: Joe Cimino      email: jcimino@police.nashville.org<br>Criminal Justice Center 37201      Phone: 862-7301      FAX: 862-7787 |                      |                      |                      |

### Organizational Structure



# 31 Police—At a Glance

## Budget Highlights FY 2003

|   |                    |
|---|--------------------|
| • Pay Plan/Benefit adjustment                         | \$4,992,900        |
| • FY 02 Non-recurring adjustment for overtime         | -500,000           |
| • FY 02 Non-recurring adjustment for uniforms         | -185,000           |
| • 800 MHz Radio System                                | 296,755            |
| • Postal Service rates increase                       | 22,000             |
| • Fleet Management Consolidation net adjustment       | -1,152,226         |
| • Information Systems billings                        | 121,837            |
| • Telecommunication net adjustment                    | -201,700           |
| • Rent for Alert Centers                              | 9,600              |
| • Service Agreement for laptop Modems (non-recurring) | 36,000             |
| • Travel/Training registration dues                   | 344,400            |
| • Uniform services overtime (non-recurring)           | 660,200            |
| • Rent at PASS facility and Alert Centers             | 18,600             |
| • Performance Audit Recommendations *                 | 1,255,400          |
| • School Resources Officers                           | 837,000            |
| Total   | <u>\$6,555,766</u> |

\* To fund recommendations from departmental performance audit scheduled for release May 31, 2002.

## Overview

### CHIEF OF POLICE

The Chief of Police is the principal administrative element of the Metropolitan Nashville Police Department. The primary objective of the Chief of Police is to plan, direct, and administer the law enforcement program and activities of the Police Department.

### ADMINISTRATIVE SERVICES BUREAU

The Administrative Services Bureau provides services relative to employee matters, training, inter-agency and intra-departmental relations, special project research, enhancement of professional standards, police recruitment and training, preparation and storage of personnel files, safety and security programs for department facilities, matters regarding court case preparation and court appearances by department personnel.

The Bureau includes the following divisions/activities: Personnel, Training, Emergency Communications, Planning, Records, Inspections, and the Secondary Employment Unit.

### INVESTIGATIVE SERVICES BUREAU

The Investigative Services Bureau (ISB) provides services related to the investigation of criminal incidents which have been cleared by the initially responding units and/or require extensive follow-up surveillance or investigative activities. The primary objectives of the ISB are the

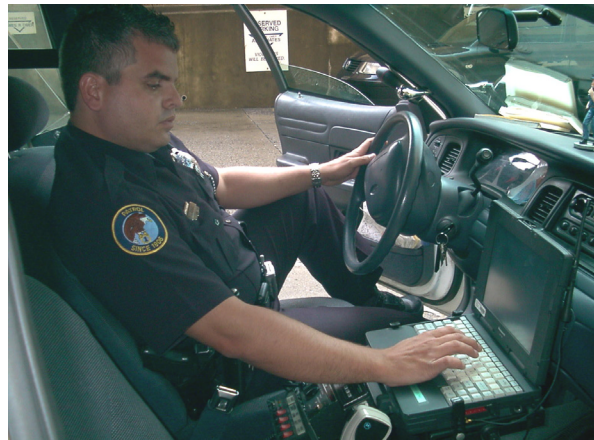
investigation of criminal activity, investigation of commercialized vice, drug related crime, organized crime, and subversive activity, investigation of incidents involving juveniles, processing and storage of physical evidence and seized property, and the storing and processing of criminal warrants and other specified legal process.

The Bureau includes the following divisions/activities: Criminal Investigations, Evidence and Storage, Vehicle Impound, Youth Services, Identification: Vice Enforcement, Domestic Violence and DARE Program.

### UNIFORM SERVICES BUREAU

The Uniform Services Bureau is the front-line of police service in Davidson County. Divisions in this bureau are responsible for the initial response to request for police assistance and/or support of elements making these responses. The Bureau continually improves service through regular reviews of the efficiency and effectiveness of patrol activities, traffic investigation policies and procedures, and crime prevention procedures and programs.

The Bureau includes the following divisions/activities: Patrol (Hermitage, Central, West, East & South), Community Policing, Tactical Investigations, Traffic, Crime Prevention, School Services, Police Negotiators, and SWAT Team.



**18301 Extra Police Protection Fund USD** is a fund through which the Urban Services District (USD) receives police protection above and beyond that provided to the General Services District (GSD). This account transfers funds for those additional services from the USD general fund to the GSD general fund, where they are received with and treated as revenues to that fund in account 431220. The Police Department is a countywide service and receives its budget from the GSD general fund.

**30148 Secondary Employment Fund** was established as a service to the community when police officers and police officers with police vehicles are needed to provide a police presence that otherwise would not be staffed as a regular duty assignment. The fund accounts for the direct costs of officer overtime, indirect costs such as equipment usages, and administrative costs, and the revenues

## 31 Police–At a Glance

received from agencies and organizations that use the service.

# 31 Police-Performance

| Objectives  | Performance Measures   | FY 2001<br>Budget       | FY 2001<br>Actuals | FY 2002<br>Budget       | FY 2003<br>Budget |
|---|--|-------------------------|--------------------|-------------------------|-------------------|
| <b>CHIEF OF POLICE</b>  |  |                         |                    |                         |                   |
| 1. Determine the effectiveness of the Department.   | Average response time for emergency calls in minutes:                |                         |                    |                         |                   |
|   | a. Code 3 – Urgent with equipment                                    | 8.6                     | 9.02               | 9.1                     | 9.02              |
|   | b. Code 2 – Urgent without equipment                                 | 18.9                    | 20.97              | 20.1                    | 21.0              |
|   | c. Code 1 – Routine call   | 35.2                    | 37.0               | 20.8                    | 37.0              |
|   | d. Ratio of officers to 1,000 people in Nashville                    | 2.25                    | 2.2                | 2.29                    | 2.2               |
| 2. Deliver information to the public on matters involving the Police Department.  | a. Number of press releases issued                                   | 320                     | 422                | 365                     | 400               |
|   | b. Number of press conferences given                                 | 200                     | 275                | 265                     | 280               |
| 3. Have a higher educated and professional workforce.   | a. Percent of employees with an Associates Degree                    | 12                      | 9                  | 12                      | 12                |
|   | b. Percent of employees with a Bachelor's Degree                     | 34                      | 29                 | 40                      | 40                |
|   | c. Percent of employees with a Master's Degree                       | .04                     | .03                | 4                       | 4                 |
|   | d. Percent of employees with a Doctoral Degree                       | .004                    | .003               | .03                     | .003              |
| 4. Determine the effectiveness of Information Services in the Police Department.  | Total number of computer transactions run*                           | 52,000,000<br>3,500,000 | 41,500,000         | 42,000,000<br>4,000,000 | 52,000,000        |
| Note: Metro Police Department has changed the way these measures are reflected –<br>Code 1: Routine call<br>Code 2: Urgent call (proceed directly to scene – no emergency equipment)<br>Code 3: Urgent call (proceed directly to scene – emergency equipment) |  |                         |                    |                         |                   |
| * Courts moved off system and lap tops were not used  |  |                         |                    |                         |                   |
| <b>ADMINISTRATIVE SERVICES BUREAU</b>   |  |                         |                    |                         |                   |
| 1. Increase the percentage of minority Police Officer trainees hired.   | a. Number of police officer trainees hired                           | 50                      | 124                | 100                     | 150               |
|   | b. Percent of minority trainees hired                                | 25                      | 17                 | 32                      | 50                |
| 2. Increase training for personnel.   | a. Number of mandatory training hours for officers thru lieutenant   | 40                      | *47.3              | 40                      | 40                |
|   | b. Number of mandatory training hours for command level (Captain up) | 40                      | *47.3              | 40                      | 40                |
|   | c. Number of mandatory training hours for civilians                  | 8                       | 16                 | 8                       | 16                |
| 3. Have the Police Department mirror the racial makeup of the community it serves.  | a. Percent of minorities in the Police Department                    | 50                      | 17                 | 50                      | 50                |
|   | b. Percent of minorities in Nashville (1990 Census)                  | 25.26                   | 33                 | 25.26                   | 25.26             |
| 4. Determine the public's needs from central records.   | a. Number of records copied at central records for the public        | 95,000                  | 84,240             | 150,000                 | 150,000           |
|   | b. Number of records copied  |                         |                    |                         |                   |

# 31 Police-Performance

| Objectives | Performance Measures                                | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|------------|---|-------------------|--------------------|-------------------|-------------------|
|            | at central records for government agencies          | 50,000            | 112,286            | 155,000           | 155,000           |
|            | c. Total number of records filed at central records | 675,000           | 556,427            | 650,000           | 650,000           |

\* Reflects combined average of all sworn officers

## Communication Division

|   |   |         |         |         |         |
|---|---|---------|---------|---------|---------|
| 1. Determine the efficiency of the Communications Division employees in processing 9-1-1 calls.                                   | Meridian Telephone Report on number of 9-1-1 calls received     | 466,760 | 499,138 | 529,086 | 560,831 |
| 2. Determine trend setting patterns in call volume of 862-8600 and other calls received by the Communications Division personnel. | Meridian Telephone Report on number of 862-8600 and other calls | 799,070 | 824,881 | 874,373 | 926,865 |
| 3. To reduce current levels of weighted abandoned 9-1-1 calls.  | Position Telephone Report on number of 9-1-1 abandoned calls    | na      | 26,797  | 25,000  | 22,500  |
| 4. To reduce current growth levels of abandoned calls for 862-8600 and other calls.   | Meridian Telephone Report on number of 862-8600 and other calls | na      | 105,272 | 115,000 | 120,000 |

## INVESTIGATIVE SERVICES BUREAU

|   |  |           |           |           |           |
|---|--|-----------|-----------|-----------|-----------|
| 1. Determine the amount of investigations in Investigative Services Bureau. | a. Ratio of robbery investigators to robbery calls                     | 11:2,800  | 10:3,875  | 12:3,500  | 14:4,272  |
|   | b. Ratio of vice investigators to vice cases                           | 32:14,272 | 32:14,272 | 30:8,235  | 28:15,568 |
|   | c. Ratio of youth services investigators to juvenile cases             | 21:7,818  | 21:6,932  | 21:7,550  | 21:8,600  |
|   | d. Ratio of homicide investigators to cases worked (includes assaults) | 30:15,000 | 26:12,802 | 32:13,000 | 32:15,209 |
|   | e. Ratio of property crimes investigators to cases worked              | 25:68,411 | 37:63,847 | 35:72,109 | 40:64,319 |
|   | f. Ratio of domestic violence investigators to cases worked            | 20:50,446 | 20:17,830 | 17:16,363 | 20:17,500 |

## Personal Crimes Section

|  |  |       |       |       |       |
|--|--|-------|-------|-------|-------|
| 1. To increase work productivity through new technology and to decrease manpower for better time management. | Ratio of technical investigators to cases worked | 2:390 | 2:445 | 1:600 | 2:800 |
|--|--|-------|-------|-------|-------|

## Vehicle Impoundment

|   |                    |        |        |        |        |
|---|--------------------|--------|--------|--------|--------|
| 1. Safeguard all vehicles taken into the custody of | Vehicles impounded | 13,900 | 13,699 | 13,800 | 13,800 |
|---|--------------------|--------|--------|--------|--------|

# 31 Police-Performance

| Objectives  | Performance Measures     | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|---|--------------------------|-------------------|--------------------|-------------------|-------------------|
| the Police Department.  |                          |                   |                    |                   |                   |
| 2. Return vehicles to the registered owners, leinholders and insurance companies.                                     | Vehicles released        | 11,900            | 11,654             | 11,800            | 11,785            |
| 3. Dispose of abandoned and forfeited vehicles in compliance with state law to keep storage of vehicles at a minimum. | Vehicles sold at auction | 2,210             | 1,733              | 1,900             | 1,950             |

## Sex Crimes

|   |  |         |         |         |         |
|---|--|---------|---------|---------|---------|
| 1. The investigation of sex related crimes. | Ratio of sex crimes investigators to cases worked. | 6:1,100 | 6:1,152 | 6:1,250 | 6:1,325 |
|---|--|---------|---------|---------|---------|

## UNIFORM SERVICES BUREAU

|   |  |        |         |        |        |
|---|--|--------|---------|--------|--------|
| 1. Evaluate the traffic needs in Davidson County.   | a. Number of safety programs designed by traffic analyst                       | 250    | 205     | 265    | 300    |
|   | b. Number of fatalities from automobile accidents                              | 85     | 103     | 90     | 95     |
|   | c. Number of property damage accidents   | 28,000 | 31,335  | 33,100 | 35,000 |
| 2. Stress safe driving by sworn employees.  | a. Percent of new officers receiving defensive driving training                | 100    | 100     | 95     | 100    |
|   | b. Number of patrol cars involved in accidents                                 | 250    | 343     | 300    | 400    |
| 3. Enhance the safety within Metro Public Schools.  | a. Number of Police Officers assigned to Metro Schools                         | 36     | 41      | 41     | 51     |
|   | b. Number of high schools having a School Resource Officer or Police Officer   | 11     | 16      | 16     | 23     |
|   | c. Number of middle schools having a School Resource Officer or Police Officer | 22     | 25      | 25     | 28     |
| 4. Utilize community policing techniques to provide quality service to the citizens of the Enterprise Zone. | a. Number of officers assigned to Community Policing                           | 144    | 62      | 68     | 75     |
|   | b. Number of arrests in the Enterprise Zone/s                                  | 6,129  | 6,349   | 6,000  | 6,500  |
|   | c. Number of police reports*   | 4,626  | *16,898 | 23,000 | 17,500 |
|   | d. Number of community meetings attended                                       | 500    | 422     | 1,200  | 600    |
| 5. Increase the number of underprivileged children participating in the Police Athletic League (PAL).       | a. Number of different athletic events sponsored by PAL                        | 1,800  | *2,500  | 230    | 2,510  |
|   | b. Number of total children served by PAL                                      | 5,500  | *2,022  | 7,000  | 2,050  |

\* Reflects certain changes in methodology for reporting.

## School Services Division

|   |                                     |   |   |   |   |
|---|-------------------------------------|---|---|---|---|
| 1. To continue providing the public with crime prevention programs by | Number of Crime Prevention Officers | 2 | 2 | 2 | 4 |
|---|-------------------------------------|---|---|---|---|

## 31 Police-Performance

| Objectives   | Performance Measures                                   | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|--|-------------------|--------------------|-------------------|-------------------|
| hands-on training and classes.   |  |                   |                    |                   |                   |
| 2. To continue to providing the public with crime prevention programs by hand-on training and classes. | a. Number of Police Athletic League Officers assigned  | 3                 | 3                  | 3                 | 6                 |
|  | b. Number of Police Athletic League Sergeants assigned | na                | na                 | na                | 1                 |

### Extra Police Protection Fund USD

|  |   |
|--|---|
| 1. None (See Police Department – 31-10101) | None (See Police Department – 31-10101) |
|--|---|

### Secondary Employment Fund

|  |                                       |        |        |        |        |
|--|---------------------------------------|--------|--------|--------|--------|
| 1. Accommodate public demand for police presence for events not normally staffed by regular duty officers. | a. Number of officers hours scheduled | 54,228 | 57,615 | 54,228 | 78,000 |
|--|---------------------------------------|--------|--------|--------|--------|



# 31 Police-Financial

## Police GSD General Fund

| EXPENSE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget  | FY 2003<br>Budget  |
|--|-------------------|--------------------|--------------------|--------------------|
| <b>OPERATING EXPENSE:</b>                        |                   |                    |                    |                    |
| <b>PERSONAL SERVICES:</b>                        |                   |                    |                    |                    |
| Salary Expense                                   | 70,865,511        | 68,288,602         | 78,627,132         | 82,629,557         |
| Fringe Benefits                                  | 17,617,245        | 17,814,227         | 18,525,673         | 19,148,773         |
| Per Diem & Other Fees                            | 0                 | 0                  | 0                  | 0                  |
| <b>TOTAL PERSONAL SERVICES</b>                   | <b>88,482,756</b> | <b>86,102,829</b>  | <b>97,152,805</b>  | <b>101,778,330</b> |
| <b>OTHER SERVICES:</b>                           |                   |                    |                    |                    |
| Utilities  | 73,800            | 91,679             | 90,400             | 90,400             |
| Professional Services                            | 299,275           | 305,446            | 344,625            | 2,658,200          |
| Purchased Services                               | 891,725           | 1,000,040          | 900,700            | 900,700            |
| Travel   | 172,088           | 160,798            | 156,700            | 156,700            |
| Communications                                   | 111,510           | 108,819            | 107,700            | 107,700            |
| Printing   | 96,220            | 63,339             | 58,600             | 58,600             |
| Advertising & Promotion                          | 21,000            | 81,933             | 78,700             | 78,700             |
| Subscriptions                                    | 13,600            | 31,430             | 24,500             | 24,500             |
| Tuition, Reg., & Membership Dues                 | 28,314            | 44,389             | 39,600             | 39,600             |
| Repairs & Maintenance Services                   | 575,435           | 881,636            | 937,152            | 937,152            |
| Internal Service Fees                            | 6,207,397         | 6,650,214          | 7,727,745          | 6,814,411          |
| <b>TOTAL OTHER SERVICES</b>                      | <b>8,490,364</b>  | <b>9,419,723</b>   | <b>10,466,422</b>  | <b>11,866,663</b>  |
| <b>OTHER EXPENSE:</b>                            |                   |                    |                    |                    |
| Supplies and Materials                           | 1,301,702         | 1,331,883          | 1,444,505          | 1,259,505          |
| Misc. Other Expenses & Payments                  | 750               | 60                 | 0                  | 0                  |
| Fixed Charges                                    | 234,700           | 469,477            | 314,500            | 314,500            |
| Licenses, Permits, & Fees                        | 19,000            | 53,131             | 47,100             | 47,100             |
| Taxes  | 0                 | 600                | 0                  | 0                  |
| Grant Contributions & Awards                     | 400               | 82,250             | 76,800             | 76,800             |
| <b>TOTAL OTHER EXPENSE</b>                       | <b>1,556,552</b>  | <b>1,937,401</b>   | <b>1,882,905</b>   | <b>1,697,905</b>   |
| <b>PENSION, ANNUITY, DEBT, &amp; OTHER COSTS</b> | <b>0</b>          | <b>0</b>           | <b>0</b>           | <b>0</b>           |
| <b>EQUIPMENT, BUILDINGS, &amp; LAND</b>          | <b>0</b>          | <b>0</b>           | <b>0</b>           | <b>0</b>           |
| <b>SPECIAL PROJECTS</b>                          | <b>0</b>          | <b>0</b>           | <b>0</b>           | <b>0</b>           |
| <b>TOTAL OPERATING EXPENSE</b>                   | <b>98,529,672</b> | <b>97,459,953</b>  | <b>109,502,132</b> | <b>115,342,898</b> |
| <b>TRANSFERS TO OTHER FUNDS &amp; UNITS:</b>     | <b>452,762</b>    | <b>458,974</b>     | <b>439,131</b>     | <b>439,131</b>     |
| <b>TOTAL EXPENSE AND TRANSFERS</b>               | <b>98,982,434</b> | <b>97,918,927</b>  | <b>109,941,263</b> | <b>115,782,029</b> |

# 31 Police-Financial

## Police GSD General Fund

|  | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>REVENUE AND TRANSFERS</b>                     |                   |                    |                   |                   |
| <b>PROGRAM REVENUE:</b>                          |                   |                    |                   |                   |
| <b>Charges, Commissions, &amp; Fees</b>          |                   |                    |                   |                   |
| Charges For Current Services                     | 443,000           | 491,629            | 467,000           | 487,000           |
| Commissions and Fees                             | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Charges, Commissions, &amp; Fees</b> | <b>443,000</b>    | <b>491,629</b>     | <b>467,000</b>    | <b>487,000</b>    |
| <b>Other Governments &amp; Agencies</b>          |                   |                    |                   |                   |
| Federal Direct                                   | 20,000            | 33,913             | 20,000            | 56,961            |
| Federal Through State                            | 90,000            | 0                  | 90,000            | 0                 |
| Federal Through Other Pass-Through               | 0                 | 0                  | 0                 | 0                 |
| State Direct                                     | 697,800           | 699,600            | 0                 | 26,550            |
| Other Government Agencies                        | 438,707           | 0                  | 0                 | 0                 |
| <b>Subtotal Other Governments &amp; Agencies</b> | <b>1,246,507</b>  | <b>733,513</b>     | <b>110,000</b>    | <b>83,511</b>     |
| <b>Other Program Revenue</b>                     |                   |                    |                   |                   |
| Contributions and Gifts                          | 7,261             | 79,301             | 0                 | 0                 |
| Miscellaneous Revenue                            | 0                 | 1,847              | 0                 | 0                 |
| Use of Money or Property                         | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Program Revenue</b>            | <b>7,261</b>      | <b>81,148</b>      | <b>0</b>          | <b>0</b>          |
| <b>TOTAL PROGRAM REVENUE</b>                     | <b>1,696,768</b>  | <b>1,306,290</b>   | <b>577,000</b>    | <b>570,511</b>    |
| <b>NON-PROGRAM REVENUE:</b>                      |                   |                    |                   |                   |
| Property Taxes                                   | 0                 | 0                  | 0                 | 0                 |
| Local Option Sales Tax                           | 0                 | 0                  | 0                 | 0                 |
| Other Taxes, Licenses, & Permits                 | 0                 | 0                  | 0                 | 0                 |
| Fines, Forfeits, & Penalties                     | 1,140,000         | 1,269,286          | 1,220,000         | 1,398,000         |
| Compensation From Property                       | 400,000           | 333,623            | 400,000           | 286,000           |
| <b>TOTAL NON-PROGRAM REVENUE</b>                 | <b>1,540,000</b>  | <b>1,602,909</b>   | <b>1,620,000</b>  | <b>1,684,000</b>  |
| <b>TRANSFERS FROM OTHER FUNDS AND UNITS:</b>     | <b>0</b>          | <b>323,245</b>     | <b>260,520</b>    | <b>429,466</b>    |
| <b>TOTAL REVENUE AND TRANSFERS</b>               | <b>3,236,768</b>  | <b>3,232,444</b>   | <b>2,457,520</b>  | <b>2,683,977</b>  |

# 31 Police-Financial

## Police USD General Fund

| EXPENSE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>OPERATING EXPENSE:</b>                        |                   |                    |                   |                   |
| <b>PERSONAL SERVICES:</b>                        |                   |                    |                   |                   |
| Salary Expense                                   | 0                 | 0                  | 0                 | 0                 |
| Fringe Benefits                                  | 0                 | 0                  | 0                 | 0                 |
| Per Diem & Other Fees                            | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL PERSONAL SERVICES</b>                   | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>OTHER SERVICES:</b>                           |                   |                    |                   |                   |
| Utilities  | 0                 | 0                  | 0                 | 0                 |
| Professional Services                            | 0                 | 0                  | 0                 | 0                 |
| Purchased Services                               | 0                 | 0                  | 0                 | 0                 |
| Travel   | 0                 | 0                  | 0                 | 0                 |
| Communications                                   | 0                 | 0                  | 0                 | 0                 |
| Printing   | 0                 | 0                  | 0                 | 0                 |
| Advertising & Promotion                          | 0                 | 0                  | 0                 | 0                 |
| Subscriptions                                    | 0                 | 0                  | 0                 | 0                 |
| Tuition, Reg., & Membership Dues                 | 0                 | 0                  | 0                 | 0                 |
| Repairs & Maintenance Services                   | 0                 | 0                  | 0                 | 0                 |
| Internal Service Fees                            | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL OTHER SERVICES</b>                      | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>OTHER EXPENSE:</b>                            |                   |                    |                   |                   |
| Supplies and Materials                           | 0                 | 0                  | 0                 | 0                 |
| Misc. Other Expenses & Payments                  | 0                 | 0                  | 0                 | 0                 |
| Fixed Charges                                    | 0                 | 0                  | 0                 | 0                 |
| Licenses, Permits, & Fees                        | 0                 | 0                  | 0                 | 0                 |
| Taxes  | 0                 | 0                  | 0                 | 0                 |
| Grant Contributions & Awards                     | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL OTHER EXPENSE</b>                       | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>PENSION, ANNUITY, DEBT, &amp; OTHER COSTS</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>EQUIPMENT, BUILDINGS, &amp; LAND</b>          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>SPECIAL PROJECTS</b>                          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL OPERATING EXPENSE</b>                   | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TRANSFERS TO OTHER FUNDS &amp; UNITS:</b>     | <b>481,000</b>    | <b>481,000</b>     | <b>481,000</b>    | <b>481,000</b>    |
| <b>TOTAL EXPENSE AND TRANSFERS</b>               | <b>481,000</b>    | <b>481,000</b>     | <b>481,000</b>    | <b>481,000</b>    |

# 31 Police-Financial

## Police USD General Fund

|  | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>REVENUE AND TRANSFERS</b>                     |                   |                    |                   |                   |
| <b>PROGRAM REVENUE:</b>                          |                   |                    |                   |                   |
| <b>Charges, Commissions, &amp; Fees</b>          |                   |                    |                   |                   |
| Charges For Current Services                     | 0                 | 0                  | 0                 | 0                 |
| Commissions and Fees                             | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Charges, Commissions, &amp; Fees</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>Other Governments &amp; Agencies</b>          |                   |                    |                   |                   |
| Federal Direct                                   | 0                 | 0                  | 0                 | 0                 |
| Federal Through State                            | 0                 | 0                  | 0                 | 0                 |
| Federal Through Other Pass-Through               | 0                 | 0                  | 0                 | 0                 |
| State Direct                                     | 0                 | 0                  | 0                 | 0                 |
| Other Government Agencies                        | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Governments &amp; Agencies</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>Other Program Revenue</b>                     |                   |                    |                   |                   |
| Contributions and Gifts                          | 0                 | 0                  | 0                 | 0                 |
| Miscellaneous Revenue                            | 0                 | 0                  | 0                 | 0                 |
| Use of Money or Property                         | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Program Revenue</b>            | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL PROGRAM REVENUE</b>                     | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>NON-PROGRAM REVENUE:</b>                      |                   |                    |                   |                   |
| Property Taxes                                   | 0                 | 0                  | 0                 | 0                 |
| Local Option Sales Tax                           | 0                 | 0                  | 0                 | 0                 |
| Other Taxes, Licenses, & Permits                 | 0                 | 0                  | 0                 | 0                 |
| Fines, Forfeits, & Penalties                     | 0                 | 0                  | 0                 | 0                 |
| Compensation From Property                       | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL NON-PROGRAM REVENUE</b>                 | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TRANSFERS FROM OTHER FUNDS AND UNITS:</b>     | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL REVENUE AND TRANSFERS</b>               | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |

# 31 Police-Financial

## Police Special Purpose Funds

| EXPENSE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>OPERATING EXPENSE:</b>                        |                   |                    |                   |                   |
| <b>PERSONAL SERVICES:</b>                        |                   |                    |                   |                   |
| Salary Expense                                   | 2,403,345         | 1,779,920          | 1,997,000         | 2,344,775         |
| Fringe Benefits                                  | 250,450           | 260,081            | 289,600           | 372,775           |
| Per Diem & Other Fees                            | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL PERSONAL SERVICES</b>                   | <b>2,653,795</b>  | <b>2,040,001</b>   | <b>2,286,600</b>  | <b>2,717,550</b>  |
| <b>OTHER SERVICES:</b>                           |                   |                    |                   |                   |
| Utilities  | 0                 | 0                  | 0                 | 0                 |
| Professional Services                            | 48,095            | 567,647            | 25,000            | 665,000           |
| Purchased Services                               | 0                 | 7,951              | 0                 | 30,000            |
| Travel   | 0                 | 266                | 0                 | 13,000            |
| Communications                                   | 0                 | 3,131              | 0                 | 500               |
| Printing   | 0                 | 0                  | 0                 | 0                 |
| Advertising & Promotion                          | 0                 | 6,482              | 0                 | 0                 |
| Subscriptions                                    | 0                 | 105                | 0                 | 900               |
| Tuition, Reg., & Membership Dues                 | 0                 | 1,145              | 0                 | 4,000             |
| Repairs & Maintenance Services                   | 0                 | 30,602             | 0                 | 15,000            |
| Internal Service Fees                            | 233,834           | 235,139            | 120,000           | 186,700           |
| <b>TOTAL OTHER SERVICES</b>                      | <b>281,929</b>    | <b>852,468</b>     | <b>145,000</b>    | <b>915,100</b>    |
| <b>OTHER EXPENSE:</b>                            |                   |                    |                   |                   |
| Supplies and Materials                           | 25,764            | 153,002            | 27,300            | 224,200           |
| Misc. Other Expenses & Payments                  | 0                 | 9,016              | 0                 | 10,000            |
| Fixed Charges                                    | 0                 | 0                  | 0                 | 27,000            |
| Licenses, Permits, & Fees                        | 0                 | 3,475              | 0                 | 0                 |
| Taxes  | 0                 | 0                  | 0                 | 0                 |
| Grant Contributions & Awards                     | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL OTHER EXPENSE</b>                       | <b>25,764</b>     | <b>165,493</b>     | <b>27,300</b>     | <b>261,200</b>    |
| <b>PENSION, ANNUITY, DEBT, &amp; OTHER COSTS</b> | <b>0</b>          | <b>986</b>         | <b>0</b>          | <b>12,000</b>     |
| <b>EQUIPMENT, BUILDINGS, &amp; LAND</b>          | <b>0</b>          | <b>39,399</b>      | <b>0</b>          | <b>95,000</b>     |
| <b>SPECIAL PROJECTS</b>                          | <b>2,748,883</b>  | <b>0</b>           | <b>2,738,630</b>  | <b>0</b>          |
| <b>TOTAL OPERATING EXPENSE</b>                   | <b>5,710,371</b>  | <b>3,098,347</b>   | <b>5,197,530</b>  | <b>4,000,850</b>  |
| <b>TRANSFERS TO OTHER FUNDS &amp; UNITS:</b>     | <b>114,659</b>    | <b>733,283</b>     | <b>115,000</b>    | <b>220,000</b>    |
| <b>TOTAL EXPENSE AND TRANSFERS</b>               | <b>5,825,030</b>  | <b>3,831,630</b>   | <b>5,312,530</b>  | <b>4,220,850</b>  |

# 31 Police-Financial

## Police Special Purpose Funds

|  | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>REVENUE AND TRANSFERS</b>                     |                   |                    |                   |                   |
| <b>PROGRAM REVENUE:</b>                          |                   |                    |                   |                   |
| <b>Charges, Commissions, &amp; Fees</b>          |                   |                    |                   |                   |
| Charges For Current Services                     | 2,649,138         | 2,374,247          | 2,340,500         | 2,919,850         |
| Commissions and Fees                             | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Charges, Commissions, &amp; Fees</b> | <b>2,649,138</b>  | <b>2,374,247</b>   | <b>2,340,500</b>  | <b>2,919,850</b>  |
| <b>Other Governments &amp; Agencies</b>          |                   |                    |                   |                   |
| Federal Direct                                   | 65,354            | 65,355             | 690,350           | 120,000           |
| Federal Through State                            | 0                 | 0                  | 0                 | 0                 |
| Federal Through Other Pass-Through               | 0                 | 0                  | 0                 | 0                 |
| State Direct                                     | 1,200             | 600                | 150,000           | 0                 |
| Other Government Agencies                        | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Governments &amp; Agencies</b> | <b>66,554</b>     | <b>65,955</b>      | <b>840,350</b>    | <b>120,000</b>    |
| <b>Other Program Revenue</b>                     |                   |                    |                   |                   |
| Contributions and Gifts                          | 0                 | 0                  | 0                 | 0                 |
| Miscellaneous Revenue                            | 0                 | 0                  | 0                 | 0                 |
| Use of Money or Property                         | (34,545)          | 197,882            | 205,100           | 121,000           |
| <b>Subtotal Other Program Revenue</b>            | <b>(34,545)</b>   | <b>197,882</b>     | <b>205,100</b>    | <b>121,000</b>    |
| <b>TOTAL PROGRAM REVENUE</b>                     | <b>2,681,147</b>  | <b>2,638,084</b>   | <b>3,385,950</b>  | <b>3,160,850</b>  |
| <b>NON-PROGRAM REVENUE:</b>                      |                   |                    |                   |                   |
| Property Taxes                                   | 0                 | 0                  | 0                 | 0                 |
| Local Option Sales Tax                           | 0                 | 0                  | 0                 | 0                 |
| Other Taxes, Licenses, & Permits                 | 0                 | 0                  | 0                 | 0                 |
| Fines, Forfeits, & Penalties                     | 0                 | 1,040,606          | 870,000           | 767,000           |
| Compensation From Property                       | 0                 | 238,187            | 175,000           | 163,000           |
| <b>TOTAL NON-PROGRAM REVENUE</b>                 | <b>0</b>          | <b>1,278,793</b>   | <b>1,045,000</b>  | <b>930,000</b>    |
| <b>TRANSFERS FROM OTHER FUNDS AND UNITS:</b>     | <b>395,000</b>    | <b>0</b>           | <b>112,950</b>    | <b>30,000</b>     |
| <b>TOTAL REVENUE AND TRANSFERS</b>               | <b>3,076,147</b>  | <b>3,916,877</b>   | <b>4,543,900</b>  | <b>4,120,850</b>  |

# 31 Police-Financial

**Reminder:** Some classifications were deleted and new classifications (class number 10000 and above) were added to implement the 2002 Reclassification Study & Pay Plan. Many of the class changes from FY 2001 to FY 2002 were due to implementing that Study.

|                                | Class | Grade | FY 2001  |          | FY 2002   |           | FY 2003   |           |
|--------------------------------|-------|-------|----------|----------|-----------|-----------|-----------|-----------|
|                                |       |       | Bud. Pos | Bud. FTE | Bud. Pos. | Bud. Pos. | Bud. Pos. | Bud. Pos. |
| 31- Metro Police Department    |       |       |          |          |           |           |           |           |
| Admin Services Mgr             | 7242  | SR13  | 1        | 1.0      | 0         | 0.00      | 0         | 0.00      |
| Admin Services Officer 2       | 7243  | SR08  | 0        | 0.0      | 1         | 1.00      | 1         | 1.00      |
| Admin Services Officer 3       | 7244  | SR10  | 7        | 7.0      | 4         | 4.00      | 4         | 4.00      |
| Admin Services Officer 4       | 7245  | SR12  | 0        | 0.0      | 1         | 1.00      | 1         | 1.00      |
| Admin Spec                     | 7720  | SR11  | 0        | 0.0      | 1         | 1.00      | 1         | 1.00      |
| Administrative Assistant 1     | 7240  | GS06  | 1        | 1.0      | 0         | 0.00      | 0         | 0.00      |
| Administrative Assistant 2     | 7241  | SR09  | 2        | 2.0      | 4         | 4.00      | 4         | 4.00      |
| Armorer                        | 7174  | SR10  | 1        | 1.0      | 1         | 1.00      | 1         | 1.00      |
| Bldg Maint Leader              | 7255  | TG06  | 3        | 3.0      | 4         | 4.00      | 4         | 4.00      |
| Bldg Maint Worker              | 7257  | TG04  | 1        | 1.0      | 1         | 1.00      | 1         | 1.00      |
| Bldg Maintenance Mech          | 2220  | TG08  | 2        | 2.0      | 1         | 1.00      | 1         | 1.00      |
| Comm Technician 2              | 6919  | SR09  | 3        | 3.0      | 2         | 2.00      | 2         | 2.00      |
| Computer Op Shift Supv         | 1302  | SR11  | 2        | 2.0      | 2         | 2.00      | 2         | 2.00      |
| Computer Operator 1            | 1430  | SR05  | 3        | 3.0      | 2         | 2.00      | 2         | 2.00      |
| Computer Operator 2            | 4540  | SR06  | 0        | 0.0      | 3         | 3.00      | 3         | 3.00      |
| Computer Operator 3            | 7268  | SR07  | 4        | 4.0      | 1         | 1.00      | 1         | 1.00      |
| Custodian 1                    | 7280  | TG03  | 1        | 1.0      | 1         | 1.00      | 1         | 1.00      |
| Emer Com Asst.Supv             | 7026  | SR10  | 8        | 8.0      | 7         | 7.00      | 7         | 7.00      |
| Emer Com Dispatcher 1          | 7772  | GS06  | 16       | 16.0     | 0         | 0.00      | 0         | 0.00      |
| Emer Com Dispatcher 2          | 7773  | SR09  | 46       | 46.0     | 55        | 55.00     | 55        | 55.00     |
| Emer Com Operator 1            | 7291  | SR06  | 17       | 17.0     | 34        | 34.00     | 34        | 34.00     |
| Emer Com Operator 2            | 7292  | SR07  | 5        | 5.0      | 18        | 19.00     | 18        | 19.00     |
| Emer Com Operator Trainee      | 7774  | GS04  | 23       | 23.0     | 0         | 0.00      | 0         | 0.00      |
| Emer Com Supervisor            | 7027  | SR11  | 3        | 3.0      | 5         | 5.00      | 5         | 5.00      |
| Emer Com Training Officer      | 7775  | SR09  | 14       | 14.0     | 13        | 13.00     | 13        | 13.00     |
| Equip And Supply Clerk 2       | 3440  | SR06  | 2        | 2.0      | 1         | 1.00      | 1         | 1.00      |
| Equip And Supply Clerk 3       | 3027  | SR07  | 0        | 0.0      | 1         | 1.00      | 1         | 1.00      |
| Finance Mgr                    | 6232  | SR14  | 0        | 0.0      | 1         | 1.00      | 1         | 1.00      |
| Fire Arms & Tool Work Examiner | 10113 | SR13  | 0        | 0.0      | 1         | 1.00      | 1         | 1.00      |
| Human Res Assistant 2          | 6931  | SR07  | 1        | 1.0      | 1         | 1.00      | 1         | 1.00      |
| Info Systems Analyst 1         | 7779  | SR10  | 6        | 6.0      | 6         | 6.00      | 6         | 6.00      |
| Info Systems Specialist        | 7783  | SR12  | 9        | 9.0      | 10        | 10.00     | 10        | 10.00     |
| Info Systems Technician 1      | 7784  | SR08  | 3        | 3.0      | 4         | 4.00      | 4         | 4.00      |
| Info Systems Technician 2      | 7785  | SR09  | 3        | 3.0      | 3         | 3.00      | 3         | 3.00      |
| Legal Secretary 2              | 7322  | SR08  | 0        | 0.0      | 0         | 0.00      | 0         | 0.00      |
| Office Assistant 2             | 7748  | GS04  | 10       | 6.6      | 0         | 0.00      | 0         | 0.00      |
| Office Manager 2               | 7339  | SR06  | 3        | 3.0      | 0         | 0.00      | 0         | 0.00      |
| Office Support Rep 2           | 10121 | SR05  | 0        | 0.0      | 9         | 6.00      | 9         | 6.00      |
| Office Support Spec 1          | 10123 | SR07  | 0        | 0.0      | 2         | 2.00      | 2         | 2.00      |
| Office Support Spec 2          | 10124 | SR08  | 0        | 0.0      | 5         | 5.00      | 5         | 5.00      |
| Police Assistant Chief         | 0290  | PS10  | 3        | 3.0      | 3         | 3.00      | 3         | 3.00      |
| Police Captain                 | 0956  | PS08  | 23       | 23.0     | 21        | 21.00     | 21        | 21.00     |
| Police Chief                   | 1110  | DP03  | 1        | 1.0      | 1         | 1.00      | 1         | 1.00      |
| Police Counsel Svc Mgr         | 7175  | SR14  | 1        | 1.0      | 1         | 1.00      | 1         | 1.00      |
| Police Crisis Counselor        | 5920  | SR09  | 7        | 7.0      | 4         | 4.00      | 4         | 4.00      |
| Police Crisis Counselor 2      | 10130 | SR11  | 0        | 0.0      | 4         | 4.00      | 4         | 4.00      |
| Police Crisis Counselor Supv   | 6882  | SR12  | 3        | 3.0      | 3         | 3.00      | 3         | 3.00      |
| Police Data Proc Asst Mgr      | 6395  | SR12  | 3        | 3.0      | 2         | 2.00      | 2         | 2.00      |
| Police Deputy Chief            | 10154 | PS10  | 0        | 0.0      | 1         | 1.00      | 1         | 1.00      |
| Police DP Control Coord        | 1396  | SR11  | 1        | 1.0      | 1         | 1.00      | 1         | 1.00      |
| Police Exec Admin              | 7350  | SR15  | 2        | 2.0      | 2         | 2.00      | 2         | 2.00      |
| Police Exec Asst               | 7349  | SR09  | 7        | 7.0      | 6         | 6.00      | 6         | 6.00      |
| Police Exec Asst To Chief      | 7722  | GS09  | 1        | 1.0      | 0         | 0.00      | 0         | 0.00      |
| Police Graphics Specialist     | 7351  | SR08  | 1        | 1.0      | 1         | 1.00      | 1         | 1.00      |

# 31 Police-Financial

|   |              |      | FY 2001         |                 | FY 2002          |                  | FY 2003          |                  |
|---|--------------|------|-----------------|-----------------|------------------|------------------|------------------|------------------|
| <u>Class</u>                                  | <u>Grade</u> |      | <u>Bud. Pos</u> | <u>Bud. FTE</u> | <u>Bud. Pos.</u> | <u>Bud. Pos.</u> | <u>Bud. Pos.</u> | <u>Bud. Pos.</u> |
| <b>31- Metro Police Department</b>            |              |      |                 |                 |                  |                  |                  |                  |
| Police ID Analyst                             | 7352         | SR09 | 2               | 2.0             | 3                | 3.00             | 3                | 3.00             |
| Police ID Specialist 2                        | 7354         | SR08 | 8               | 8.0             | 8                | 8.00             | 8                | 8.00             |
| Police ID Supervisor                          | 6651         | SR11 | 3               | 3.0             | 3                | 3.00             | 3                | 3.00             |
| Police Lieutenant                             | 7355         | PS07 | 59              | 59.0            | 52               | 52.00            | 52               | 52.00            |
| Police Major                                  | 2997         | PS09 | 5               | 5.0             | 3                | 3.00             | 3                | 3.00             |
| Police Officer 1                              | 6872         | PS03 | 22              | 22.0            | 41               | 41.00            | 41               | 41.00            |
| Police Officer 2                              | 7356         | PS04 | 814             | 814.0           | 828              | 828.00           | 838              | 838.00           |
| Police Officer 2-Master Patrol                | 7357         | PS05 | 44              | 44.0            | 37               | 38.00            | 37               | 38.00            |
| Police Officer 3                              | 7794         | PS05 | 80              | 80.0            | 111              | 111.00           | 111              | 111.00           |
| Police Officer Trainee                        | 3257         | PF06 | 48              | 48.0            | 0                | 0.00             | 0                | 0.00             |
| Police Ops Analyst 2                          | 7178         | SR10 | 1               | 1.0             | 1                | 1.00             | 1                | 1.00             |
| Police Ops Asst.Supv                          | 7359         | GS07 | 5               | 5.0             | 0                | 0.00             | 0                | 0.00             |
| Police Ops Specialist 1                       | 7360         | GS05 | 25              | 25.0            | 0                | 0.00             | 0                | 0.00             |
| Police Ops Specialist 2                       | 7795         | GS06 | 54              | 54.0            | 0                | 0.00             | 0                | 0.00             |
| Police Ops Supervisor                         | 7361         | SR09 | 8               | 8.0             | 8                | 8.00             | 8                | 8.00             |
| Police Ops Tech 1                             | 7362         | SR04 | 24              | 24.0            | 23               | 23.00            | 23               | 23.00            |
| Police Ops Tech 2                             | 7363         | SR05 | 11              | 11.0            | 27               | 27.00            | 27               | 27.00            |
| Police Ops Tech 3                             | 7796         | SR06 | 28              | 28.0            | 32               | 32.00            | 32               | 32.00            |
| Police Secretary 1                            | 7365         | SR07 | 16              | 16.0            | 75               | 75.00            | 75               | 75.00            |
| Police Secretary 2                            | 7364         | SR08 | 14              | 14.0            | 24               | 24.00            | 24               | 24.00            |
| Police Security Guard 1                       | 7751         | SR06 | 15              | 15.0            | 14               | 14.00            | 14               | 14.00            |
| Police Security Guard 2                       | 7752         | SR08 | 2               | 2.0             | 3                | 3.00             | 3                | 3.00             |
| Police Sergeant                               | 7366         | PS06 | 180             | 180.0           | 207              | 207.00           | 207              | 207.00           |
| Police Youth Counselor 2                      | 7368         | SR10 | 4               | 4.0             | 4                | 4.00             | 4                | 4.00             |
| Police Youth Counselor Supv                   | 7369         | SR12 | 1               | 1.0             | 1                | 1.00             | 1                | 1.00             |
| Printing Equip Operator 1                     | 1720         | TG07 | 1               | 1.0             | 0                | 0.00             | 0                | 0.00             |
| Public Affairs Mgr-Police                     | 10131        | SR14 | 0               | 0.0             | 1                | 1.00             | 1                | 1.00             |
| Public Information Mgr                        | 6815         | GS12 | 1               | 1.0             | 0                | 0.00             | 0                | 0.00             |
| Research Analyst 1                            | 7390         | SR10 | 0               | 0.0             | 1                | 1.00             | 1                | 1.00             |
| Research Analyst 2                            | 7391         | SR12 | 1               | 1.0             | 0                | 0.00             | 0                | 0.00             |
| Research Mgr-Police                           | 10134        | SR13 | 0               | 0.0             | 1                | 1.00             | 1                | 1.00             |
| School Crossing Guard                         | 3445         | SP01 | 209             | 173.5           | 208              | 79.04            | 208              | 79.04            |
| School Crossing Guard Sup                     | 3447         | SS01 | 8               | 6.6             | 8                | 6.00             | 8                | 6.00             |
| Social Worker                                 | 4949         | SR08 | 0               | 0.0             | 0                | 0.00             | 0                | 0.00             |
| Sp Skills Instructor                          | 0220         | SR08 | 2               | 2.0             | 1                | 1.00             | 1                | 1.00             |
| Systems Advisor 1                             | 7234         | SR13 | 2               | 2.0             | 2                | 2.00             | 2                | 2.00             |
| Systems Advisor 2                             | 7407         | SR14 | 0               | 0.0             | 1                | 1.00             | 1                | 1.00             |
| Technical Specialist 1                        | 7756         | SR11 | 1               | 1.0             | 2                | 2.00             | 2                | 2.00             |
| Technical Specialist 2                        | 7757         | SR12 | 0               | 0.0             | 2                | 2.00             | 2                | 2.00             |
| <b>10101 Total Positions &amp; FTE</b>        |              |      | <b>1,933</b>    | <b>1,892.7</b>  | <b>1,987</b>     | <b>1,855.04</b>  | <b>1,997</b>     | <b>1,865.04</b>  |
| <b>31- Metro Police Department Fund 30148</b> |              |      |                 |                 |                  |                  |                  |                  |
| Office Support Spec 2                         | 10124        | SR08 | 0               | 0.0             | 1                | 1.00             | 1                | 1.00             |
| Police Ops Tech 1                             | 7362         | GS03 | 2               | 2.0             | 3                | 3.00             | 3                | 3.00             |
| Police Sergeant                               | 7366         | PS06 | 0               | 0.0             | 1                | 1.00             | 1                | 1.00             |
| <b>30148 Total Positions and FTE's</b>        |              |      | <b>2</b>        | <b>2.0</b>      | <b>5</b>         | <b>5.00</b>      | <b>5</b>         | <b>5.00</b>      |
| <b>31- Metro Police Department Fund 32000</b> |              |      |                 |                 |                  |                  |                  |                  |
| Police Crisis Counselor                       | 5920         | SR09 | 2               | 2.0             | 1                | 1.00             | 1                | 1.00             |
| Police Officer 2 School Resource Off          | 7356         | PS04 | 0               | 0.0             | 0                | 0.00             | 10               | 10.00            |
| Social Worker                                 | 4949         | GS07 | 1               | 0.5             | 1                | 0.50             | 1                | 0.50             |
| <b>32000 Total Positions and FTE's</b>        |              |      | <b>2</b>        | <b>2.0</b>      | <b>1</b>         | <b>1.00</b>      | <b>12</b>        | <b>11.50</b>     |
| <b>All Funds Total Positions and FTE's</b>    |              |      | <b>1,937</b>    | <b>1,896.7</b>  | <b>1,993</b>     | <b>1,861.04</b>  | <b>2,014</b>     | <b>1,881.54</b>  |

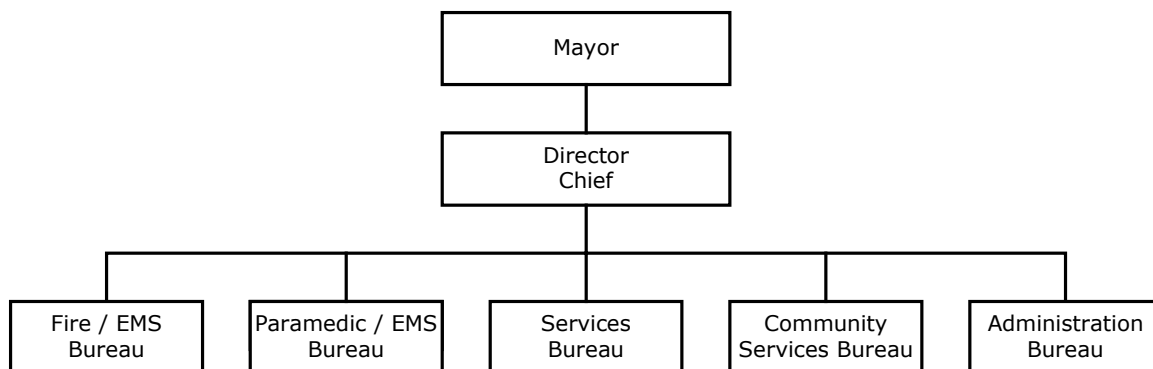


# 32 Fire-At a Glance



| <b>Vision</b>                      | To be the leader in quality fire-based, public safety services while consistently seeking new opportunities to serve our community.   |                                |                            |                |                |                                    |     |     |     |                  |              |              |              |                  |            |            |            |                       |   |   |   |                           |                            |                            |                            |                                |  |  |  |                              |             |             |             |                   |           |           |           |                       |   |     |   |                              |                           |                           |                           |                     |       |   |   |           |   |   |   |                       |                           |                           |                           |  |  |
|------------------------------------|---|--------------------------------|----------------------------|----------------|----------------|------------------------------------|-----|-----|-----|------------------|--------------|--------------|--------------|------------------|------------|------------|------------|-----------------------|---|---|---|---------------------------|----------------------------|----------------------------|----------------------------|--------------------------------|--|--|--|------------------------------|-------------|-------------|-------------|-------------------|-----------|-----------|-----------|-----------------------|---|-----|---|------------------------------|---------------------------|---------------------------|---------------------------|---------------------|-------|---|---|-----------|---|---|---|-----------------------|---------------------------|---------------------------|---------------------------|--|--|
| <b>Mission</b>                     | To deliver high quality prevention and effective response services relative to natural/man-made events, disease and injuries that threaten the lives or safety of our customers. Such prevention and response services will be delivered by the professional and safe execution of program activities associated with fire prevention, public education, emergency medical services, fire suppression, technical rescue, hazardous materials, terrorism preparedness, emergency 911 communications, training, safety, equipment/facility maintenance, and administrative services.  |                                |                            |                |                |                                    |     |     |     |                  |              |              |              |                  |            |            |            |                       |   |   |   |                           |                            |                            |                            |                                |  |  |  |                              |             |             |             |                   |           |           |           |                       |   |     |   |                              |                           |                           |                           |                     |       |   |   |           |   |   |   |                       |                           |                           |                           |  |  |
| <b>Budget Summary</b>              | <table> <tr> <th></th><th><u>2000-01</u></th><th><u>2001-02</u></th><th><u>2002-03</u></th></tr> <tr> <td><b>Expenditures and Transfers:</b></td><td></td><td></td><td></td></tr> <tr> <td>GSD General Fund</td><td>\$20,689,168</td><td>\$25,601,853</td><td>\$27,927,212</td></tr> <tr> <td>USD General Fund</td><td>47,964,271</td><td>52,961,653</td><td>57,820,955</td></tr> <tr> <td>Special purpose funds</td><td>0</td><td>0</td><td>0</td></tr> <tr> <td><b>Total Expenditures</b></td><td><b><u>\$68,653,439</u></b></td><td><b><u>\$78,563,506</u></b></td><td><b><u>\$85,748,167</u></b></td></tr> <tr> <td><b>Revenues and Transfers:</b></td><td></td><td></td><td></td></tr> <tr> <td>Charges, Commissions, &amp; Fees</td><td>\$3,813,110</td><td>\$3,438,250</td><td>\$3,323,497</td></tr> <tr> <td>Other Governments</td><td>3,145,131</td><td>3,014,237</td><td>3,151,374</td></tr> <tr> <td>Other Program Revenue</td><td>0</td><td>500</td><td>0</td></tr> <tr> <td><b>Total Program Revenue</b></td><td><b><u>\$6,958,241</u></b></td><td><b><u>\$6,452,987</u></b></td><td><b><u>\$6,474,871</u></b></td></tr> <tr> <td>Non-program Revenue</td><td>8,164</td><td>0</td><td>0</td></tr> <tr> <td>Transfers</td><td>0</td><td>0</td><td>0</td></tr> <tr> <td><b>Total Revenues</b></td><td><b><u>\$6,966,405</u></b></td><td><b><u>\$6,452,987</u></b></td><td><b><u>\$6,474,871</u></b></td></tr> </table> |                                | <u>2000-01</u>             | <u>2001-02</u> | <u>2002-03</u> | <b>Expenditures and Transfers:</b> |     |     |     | GSD General Fund | \$20,689,168 | \$25,601,853 | \$27,927,212 | USD General Fund | 47,964,271 | 52,961,653 | 57,820,955 | Special purpose funds | 0 | 0 | 0 | <b>Total Expenditures</b> | <b><u>\$68,653,439</u></b> | <b><u>\$78,563,506</u></b> | <b><u>\$85,748,167</u></b> | <b>Revenues and Transfers:</b> |  |  |  | Charges, Commissions, & Fees | \$3,813,110 | \$3,438,250 | \$3,323,497 | Other Governments | 3,145,131 | 3,014,237 | 3,151,374 | Other Program Revenue | 0 | 500 | 0 | <b>Total Program Revenue</b> | <b><u>\$6,958,241</u></b> | <b><u>\$6,452,987</u></b> | <b><u>\$6,474,871</u></b> | Non-program Revenue | 8,164 | 0 | 0 | Transfers | 0 | 0 | 0 | <b>Total Revenues</b> | <b><u>\$6,966,405</u></b> | <b><u>\$6,452,987</u></b> | <b><u>\$6,474,871</u></b> |  |  |
|                                    | <u>2000-01</u>  | <u>2001-02</u>                 | <u>2002-03</u>             |                |                |                                    |     |     |     |                  |              |              |              |                  |            |            |            |                       |   |   |   |                           |                            |                            |                            |                                |  |  |  |                              |             |             |             |                   |           |           |           |                       |   |     |   |                              |                           |                           |                           |                     |       |   |   |           |   |   |   |                       |                           |                           |                           |  |  |
| <b>Expenditures and Transfers:</b> |   |                                |                            |                |                |                                    |     |     |     |                  |              |              |              |                  |            |            |            |                       |   |   |   |                           |                            |                            |                            |                                |  |  |  |                              |             |             |             |                   |           |           |           |                       |   |     |   |                              |                           |                           |                           |                     |       |   |   |           |   |   |   |                       |                           |                           |                           |  |  |
| GSD General Fund                   | \$20,689,168  | \$25,601,853                   | \$27,927,212               |                |                |                                    |     |     |     |                  |              |              |              |                  |            |            |            |                       |   |   |   |                           |                            |                            |                            |                                |  |  |  |                              |             |             |             |                   |           |           |           |                       |   |     |   |                              |                           |                           |                           |                     |       |   |   |           |   |   |   |                       |                           |                           |                           |  |  |
| USD General Fund                   | 47,964,271  | 52,961,653                     | 57,820,955                 |                |                |                                    |     |     |     |                  |              |              |              |                  |            |            |            |                       |   |   |   |                           |                            |                            |                            |                                |  |  |  |                              |             |             |             |                   |           |           |           |                       |   |     |   |                              |                           |                           |                           |                     |       |   |   |           |   |   |   |                       |                           |                           |                           |  |  |
| Special purpose funds              | 0   | 0                              | 0                          |                |                |                                    |     |     |     |                  |              |              |              |                  |            |            |            |                       |   |   |   |                           |                            |                            |                            |                                |  |  |  |                              |             |             |             |                   |           |           |           |                       |   |     |   |                              |                           |                           |                           |                     |       |   |   |           |   |   |   |                       |                           |                           |                           |  |  |
| <b>Total Expenditures</b>          | <b><u>\$68,653,439</u></b>  | <b><u>\$78,563,506</u></b>     | <b><u>\$85,748,167</u></b> |                |                |                                    |     |     |     |                  |              |              |              |                  |            |            |            |                       |   |   |   |                           |                            |                            |                            |                                |  |  |  |                              |             |             |             |                   |           |           |           |                       |   |     |   |                              |                           |                           |                           |                     |       |   |   |           |   |   |   |                       |                           |                           |                           |  |  |
| <b>Revenues and Transfers:</b>     |   |                                |                            |                |                |                                    |     |     |     |                  |              |              |              |                  |            |            |            |                       |   |   |   |                           |                            |                            |                            |                                |  |  |  |                              |             |             |             |                   |           |           |           |                       |   |     |   |                              |                           |                           |                           |                     |       |   |   |           |   |   |   |                       |                           |                           |                           |  |  |
| Charges, Commissions, & Fees       | \$3,813,110   | \$3,438,250                    | \$3,323,497                |                |                |                                    |     |     |     |                  |              |              |              |                  |            |            |            |                       |   |   |   |                           |                            |                            |                            |                                |  |  |  |                              |             |             |             |                   |           |           |           |                       |   |     |   |                              |                           |                           |                           |                     |       |   |   |           |   |   |   |                       |                           |                           |                           |  |  |
| Other Governments                  | 3,145,131   | 3,014,237                      | 3,151,374                  |                |                |                                    |     |     |     |                  |              |              |              |                  |            |            |            |                       |   |   |   |                           |                            |                            |                            |                                |  |  |  |                              |             |             |             |                   |           |           |           |                       |   |     |   |                              |                           |                           |                           |                     |       |   |   |           |   |   |   |                       |                           |                           |                           |  |  |
| Other Program Revenue              | 0   | 500                            | 0                          |                |                |                                    |     |     |     |                  |              |              |              |                  |            |            |            |                       |   |   |   |                           |                            |                            |                            |                                |  |  |  |                              |             |             |             |                   |           |           |           |                       |   |     |   |                              |                           |                           |                           |                     |       |   |   |           |   |   |   |                       |                           |                           |                           |  |  |
| <b>Total Program Revenue</b>       | <b><u>\$6,958,241</u></b>   | <b><u>\$6,452,987</u></b>      | <b><u>\$6,474,871</u></b>  |                |                |                                    |     |     |     |                  |              |              |              |                  |            |            |            |                       |   |   |   |                           |                            |                            |                            |                                |  |  |  |                              |             |             |             |                   |           |           |           |                       |   |     |   |                              |                           |                           |                           |                     |       |   |   |           |   |   |   |                       |                           |                           |                           |  |  |
| Non-program Revenue                | 8,164   | 0                              | 0                          |                |                |                                    |     |     |     |                  |              |              |              |                  |            |            |            |                       |   |   |   |                           |                            |                            |                            |                                |  |  |  |                              |             |             |             |                   |           |           |           |                       |   |     |   |                              |                           |                           |                           |                     |       |   |   |           |   |   |   |                       |                           |                           |                           |  |  |
| Transfers                          | 0   | 0                              | 0                          |                |                |                                    |     |     |     |                  |              |              |              |                  |            |            |            |                       |   |   |   |                           |                            |                            |                            |                                |  |  |  |                              |             |             |             |                   |           |           |           |                       |   |     |   |                              |                           |                           |                           |                     |       |   |   |           |   |   |   |                       |                           |                           |                           |  |  |
| <b>Total Revenues</b>              | <b><u>\$6,966,405</u></b>   | <b><u>\$6,452,987</u></b>      | <b><u>\$6,474,871</u></b>  |                |                |                                    |     |     |     |                  |              |              |              |                  |            |            |            |                       |   |   |   |                           |                            |                            |                            |                                |  |  |  |                              |             |             |             |                   |           |           |           |                       |   |     |   |                              |                           |                           |                           |                     |       |   |   |           |   |   |   |                       |                           |                           |                           |  |  |
| <b>Positions</b>                   | <table> <tr> <td>Total Budgeted Positions – GSD</td><td>348</td><td>394</td><td>394</td></tr> <tr> <td>Total Budgeted Positions - USD</td><td>862</td><td>864</td><td>864</td></tr> </table>  | Total Budgeted Positions – GSD | 348                        | 394            | 394            | Total Budgeted Positions - USD     | 862 | 864 | 864 |                  |              |              |              |                  |            |            |            |                       |   |   |   |                           |                            |                            |                            |                                |  |  |  |                              |             |             |             |                   |           |           |           |                       |   |     |   |                              |                           |                           |                           |                     |       |   |   |           |   |   |   |                       |                           |                           |                           |  |  |
| Total Budgeted Positions – GSD     | 348   | 394                            | 394                        |                |                |                                    |     |     |     |                  |              |              |              |                  |            |            |            |                       |   |   |   |                           |                            |                            |                            |                                |  |  |  |                              |             |             |             |                   |           |           |           |                       |   |     |   |                              |                           |                           |                           |                     |       |   |   |           |   |   |   |                       |                           |                           |                           |  |  |
| Total Budgeted Positions - USD     | 862   | 864                            | 864                        |                |                |                                    |     |     |     |                  |              |              |              |                  |            |            |            |                       |   |   |   |                           |                            |                            |                            |                                |  |  |  |                              |             |             |             |                   |           |           |           |                       |   |     |   |                              |                           |                           |                           |                     |       |   |   |           |   |   |   |                       |                           |                           |                           |  |  |
| <b>Contacts</b>                    | <div> <div>Director of Fire Department: Chief Stephen Halford</div> <div>email: <a href="mailto:stephen.halford@nashville.gov">stephen.halford@nashville.gov</a></div> <div>Financial Manager: Drusilla Martin</div> <div>email: <a href="mailto:drusilla.martin@nashville.gov">drusilla.martin@nashville.gov</a></div> <div>500 2<sup>nd</sup> Avenue North 37201</div> <div>Phone: 862-5424    FAX: 862-5419</div> </div>   |                                |                            |                |                |                                    |     |     |     |                  |              |              |              |                  |            |            |            |                       |   |   |   |                           |                            |                            |                            |                                |  |  |  |                              |             |             |             |                   |           |           |           |                       |   |     |   |                              |                           |                           |                           |                     |       |   |   |           |   |   |   |                       |                           |                           |                           |  |  |

## Organizational Structure



# 32 Fire-At a Glance



## Budget Highlights FY 2003

### GSD

|   |                    |
|---|--------------------|
| • Pay Plan/Benefit adjustments                  | \$1,720,800        |
| • Paramedic Cross-training FY 02 Non-recurring  | -780,000           |
| • Paramedic Cross-training FY 03 Non-recurring  | 887,900            |
| • Medical supplies                              | 100,000            |
| • 800 MHz Radio System                          | -70,592            |
| • Fleet Management Consolidation net adjustment | 402,381            |
| • Information Systems billings                  | 71,370             |
| • Telecommunication net adjustment              | -6,500             |
| <b>Total</b>                                    | <b>\$2,325,359</b> |

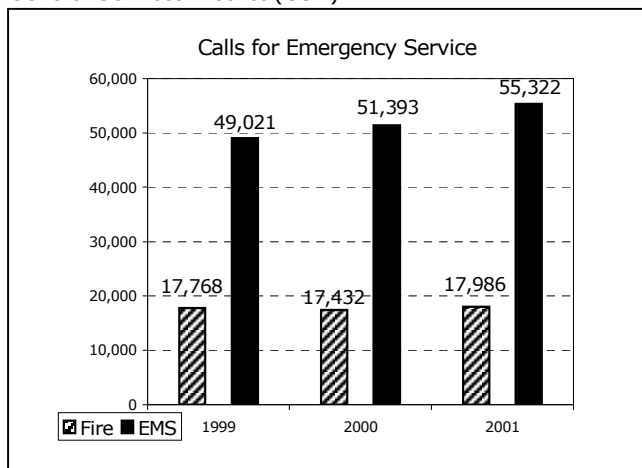
### USD

|   |                    |
|---|--------------------|
| • Pay Plan/Benefit adjustments                  | \$3,609,900        |
| • Fire Suppression overtime                     | 351,800            |
| • Medical supplies                              | 15,000             |
| • 800 MHz Radio System                          | 70,574             |
| • Fleet Management Consolidation net adjustment | 793,883            |
| • Information Systems billings                  | 65,745             |
| • Telecommunication net adjustment              | -47,600            |
| <b>Total</b>                                    | <b>\$4,859,302</b> |

## Overview

### FIRE/EMS BUREAU

**Fire/Emergency Medical Service (EMS)** is responsible for fire suppression control and first responder EMS activities. They are the front line firefighters/Emergency Medical Technicians (EMTs). They are assigned to fire halls and generally respond to calls on pumpers, tankers, ladder trucks, support units, command vehicles and other similar types of units. The function of this bureau/division is executed in both the Urban Services District (USD) and General Services District (GSD).



**Special Operations** has firefighter/EMTs with specialized training in technical rescue (high-angle, water rescue,

confined space) or hazardous materials. They are assigned to fire halls that generally respond to calls on rescue units, hazardous material units, foam units and Urban Search and Rescue Units. Additionally, they generally use specialized equipment once they are on the scene of an operation that requires technical expertise. The function of this bureau/division is executed in both USD and GSD.

**Health and Safety** is principally responsible for implementation of the department's safety programs. Three around-the-clock safety officers respond to calls and are responsible for ensuring compliance with safety protocols. They respond to numerous calls and are responsible for ensuring safety guidelines are followed on emergency scenes. Air Services personnel repair and maintain breathing apparatus, carry out annual fit testing, and ensure compliance with Occupational Safety and Health Administration (OSHA) requirements. Personnel assigned to the Infectious Disease Control Section respond to and follow up on actual or potential exposures and maintain records, as well as inoculate Fire Department personnel. Infectious Disease Control personnel also teach classes at the training academy to all recruits and perform in-service training. The Risk Management Section processes all injured on duty issues. Risk management personnel also investigate all vehicle accidents involving Fire Department personnel, as well as conduct yearly fire hall inspections. The function of this bureau/division is executed in both the USD and GSD.



### PARAMEDIC/EMS BUREAU

**Paramedics** are responsible for responding to medical and trauma emergencies. These medics are among the most highly trained EMS workers anywhere in the United States. Specialized skills in advanced cardiac life support and basic trauma life support are over and above the minimum requirements of being licensed as a Paramedic. The function of this bureau/division is executed in both the USD and GSD.

**Communications** personnel are responsible for processing fire and medical calls for assistance. Another primary responsibility is dispatching appropriate equipment and monitoring radio transmissions. Private ambulance services and out-of-county medical units are connected by

## 32 Fire-At a Glance



radio to area hospitals through the communications center as well. Post-dispatch and pre-arrival instructions are given routinely on medical calls. General information calls from citizens and inter-departmental communications by phone are often times answered here initially. The function of this bureau/division is executed in both the USD and GSD.

**Medical Control/Quality Improvement** employees are responsible for reviewing all aspects of the medical care being provided by all EMS workers within the Department. They review all medical records submitted in relation to each emergency call. They are responsible for ensuring compliance with all state and federal regulations relating to the treatment and transportation of sick and injured patients. The function of this bureau/division is executed in both the USD and GSD.

### SERVICES BUREAU

**Training and Research** personnel are responsible for the training of all bureaus within the Fire Department. Its personnel perform the following major functions: analysis of training needs, research of new trends, processes, materials, and equipment; development and delivery of training programs and coordination of scheduled training with other divisions, bureaus, or outside agencies. The function of this bureau/division is executed in both the USD and GSD.

**Fleet and Facilities Maintenance** personnel are responsible for vehicle repair and maintenance of all Fire Department vehicles as well as repair and maintenance of all Fire Department facilities. Please note that the fleet function of the Fire Department will be transferred to Metro's centralized fleet service in FY 03. The function of this bureau/division is executed in both the USD and GSD.

**Fire Prevention** is staffed by state certified fire inspectors, who work closely with the Metropolitan Codes Division and other appropriate agencies on building plan reviews along with inspections of all commercial structures. This section also provides regularly scheduled inspections of High Priority Occupancies including apartments, healthcare facilities, and high rises. Nationally certified personnel conduct fire investigations, working closely with appropriate agencies, including Metropolitan Police Department and the Bureau of Alcohol, Tobacco, and Firearms, U.S. Department of Treasury, to determine origin and cause of fires. Appropriate personnel address fire safety complaints against commercial buildings and blasting sites. Public safety education personnel present programs in safety education for schools, senior citizens and community-based organizations. The function of this bureau/division is executed in both the USD and GSD.

### COMMUNITY SERVICES BUREAU

**Community Services** personnel are responsible for all communication and coordination activities with citizens, citizens groups, business community and the media. Its personnel perform the following major functions: public information emergency response, marketing and public relations, special event planning, community outreach, public education coordination, chaplain, color guard coordination, liaison with Mayor's community services staff, and liaison with the Boy Scouts' Fire Explorer's Program. The function of this bureau/division is executed in both the USD and GSD.



### ADMINISTRATION BUREAU

**Administration** personnel assigned to this bureau are responsible for executing the overall business affairs of the department. Its personnel perform the following major functions: budget preparation/control, finance/audit, payroll/personnel, billing and customer service, management information systems, capital projects, non-sworn employee hiring and promotion and designated inter-departmental liaison. The function of this bureau/division is executed in both the USD and GSD.

# 32 Fire-At a Performance



| Objectives  | Performance Measures   | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|---|--|-------------------|--------------------|-------------------|-------------------|
| <b>FIRE/EMS BUREAU</b>  |  |                   |                    |                   |                   |
| <b>Fire/Emergency Medical Service (EMS) GSD</b>   |  |                   |                    |                   |                   |
| 1. Improve overall response time of fire/first responder emergency medical units in General Services District.              | a. Average response times (minutes)  | 10.5              | 6.8                | 10.5              | 6.8               |
|   | b. First responder medical responses per year                                | 7,000             | 6,580              | 11,772            | 7,200             |
|   | c. Structural fire responses per year  | 300               | 459                | 193               | 450               |
|   | d. Non-structural fire responses per year                                    | 3,326             | 4,357              | 5,787             | 6,500             |
| 2. Maintain current level of fire/first responder medical service in General Services District.                             | a. Staffed fire stations   | 8                 | 9                  | 8                 | 9                 |
|   | b. Square miles of coverage  | 362               | 362                | 362               | 362               |
| <b>Fire/Emergency Medical Service (EMS) USD</b>   |  |                   |                    |                   |                   |
| 1. Increase the number of training hours firefighters and paramedics receive in nuclear, biological and chemical responses. | a. WMD equipment expenditures  | na                | na                 | 6                 | 0                 |
|   | b. In-service Hazmat training  | na                | na                 | 12                | 12                |
| 2. Increase the number of cross-trained firefighter/paramedics.   | a. EMS personnel trained as Firefighters                                     | na                | na                 | 28                | 30                |
|   | b. FF/Paramedics assigned to ALS Engines                                     | na                | na                 | 27                | 25                |
| <b>Health &amp; Safety USD/GSD</b>  |  |                   |                    |                   |                   |
| 1. Safety Officer Responses   | Number of safety officer responses   | na                | na                 | na                | 1,200             |
| 2. Air Services   | a. Face Piece Testing  | na                | na                 | na                | 1,000             |
|   | b. Air Pack Testing  | na                | na                 | na                | 400               |
|   | c. Filling Air Cylinders   | na                | na                 | na                | 4,800             |
|   | d. Cylinders Repaired  | na                | na                 | na                | 800               |
|   | e. Redundant Alarms Changed  | na                | na                 | na                | 425               |
| 3. Infectious Disease Control Section   | a. Hepatitis B Vaccinations  | na                | na                 | na                | 135               |
|   | b. Influenza Vaccinations  | na                | na                 | na                | 850               |
|   | c. T.B. Skin Tests   | na                | na                 | na                | 1,000             |
|   | d. Total Exposure Incidents  | na                | na                 | na                | 300               |
|   | e. Bio-Hazard Cases on file to date (tested by TDH State Lab since 10/01/01) | na                | na                 | na                | 300               |
| 4. Risk Management  | a. Fire Station Inspected  | na                | na                 | na                | 30                |
|   | b. Vehicle Accident Investigations   | na                | na                 | na                | 50                |
|   | c. IOD Cases Processed   | na                | na                 | na                | 700               |
| <b>PARAMEDIC/EMS BUREAU</b>   |  |                   |                    |                   |                   |
| <b>Paramedic GSD</b>  |  |                   |                    |                   |                   |
| 1. Upgrade education and specialized training, continue quality   | a. Medical records reviewed yearly   | 35,617            | 60,000             | 66,800            | 60,000            |
|   | b. Annual education hours  | 6,000             | 2,385              | 6,200             | 6,780             |

## 32 Fire-At a Performance



| Objectives   | Performance Measures                       | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|--|-------------------|--------------------|-------------------|-------------------|
| improvement, and expand customer service and exposure control programs in accordance with State and Federal regulations. | c. Reported infectious disease exposures   | 250               | 212                | 260               | 271               |
| 2. Continue workload management program.   | a. Average response time                   | 6.0 min           | 9.16 min           | 7.0 min           | 7.0 min           |
|  | b. Emergency Ambulance/daily               | 10-20 daily       | 10-16 daily        | 14-20 daily       | 14-20 daily       |
|  | c. Total emergency responses/yearly        | 50,156            | 52,000             | 66,800            | 66,800            |
| <b>Communications USD</b>  |  |                   |                    |                   |                   |
| 1. Evaluate emergency communication system.  | Emergency responses                        | 69,000            | 72,948             | 75,912            | 69,000            |
| 2. Evaluate non-emergency communication system and recommend needed changes.   | Non-emergency responses                    | 7,000             | 7,850              | 8,300             | 8,800             |
| 3. Medical Priority Dispatch.  | a. Fire/EMT Dispatchers                    | 44                | 38                 | 44                | 44                |
|  | Medical Priority Certified                 |                   |                    |                   |                   |
|  | b. Fire/EMT Dispatchers                    | 41                | 43                 | 43                | 25                |
|  | Medical Priority Trained                   |                   |                    |                   |                   |
| <b>SERVICES BUREAU</b>   |  |                   |                    |                   |                   |
| <b>Training &amp; Research USD</b>   |  |                   |                    |                   |                   |
| 1. Upgrade and continue leadership management courses for Fire Department members.                                       | a. Supervisory personnel trained           | 260               | 247                | 250               | 265               |
|  | b. Total hours of management training      | 4,160             | 3,952              | 4,000             | 4,240             |
| 2. Provide in-service training for all eligible members.   | a. Members receiving training              | 1,070             | 1,055              | 1,050             | 1,075             |
|  | b. Total hours of in-service training      | 42,800            | 38,368             | 42,000            | 43,000            |
| 3. Provide job specific specialized training for qualified members in advanced methodology.                              | a. Members receiving specialized training  | 158               | 143                | 155               | 180               |
|  | b. Total hours of specialized training     | 5,056             | 4,576              | 4,960             | 5,752             |
| <b>Building Maintenance GSD</b>  |  |                   |                    |                   |                   |
| 1. Repair and maintain all Fire Department buildings.  | a. Preventative maintenance activities     | na                | na                 | 250               | 250               |
|  | b. Facilities to be refurbished            | na                | na                 | 5                 | 5                 |
|  | c. Repair and maintenance hours per year   | na                | na                 | 1,920             | 1,920             |
|  | d. Number of Fire Department buildings     | na                | na                 | 6                 | 6                 |
| 2. Continue to improve training programs for repair and maintenance of all facilities and rescue equipment.              | a. Employees receiving additional training | na                | na                 | 1                 | 1                 |
|  | b. Total specialized training hours        | na                | na                 | 40                | 40                |

# 32 Fire-At a Performance



| Objectives   | Performance Measures                                      | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|---|-------------------|--------------------|-------------------|-------------------|
| <b>Facility Maintenance USD</b>  |   |                   |                    |                   |                   |
| 1. Repair and maintain all Fire Department buildings.  | a. Preventative maintenance activities                    | na                | na                 | 1,700             | 1,700             |
|  | b. Facilities to be refurbished                           | na                | na                 | 20                | 20                |
|  | c. Repair and maintenance hours per year                  | na                | na                 | 17,280            | 17,280            |
|  | d. Number of Fire Department buildings                    | na                | na                 | 44                | 44                |
| 2. Continue to improve training programs for repair and maintenance of all facilities and rescue equipment.              | a. Employees receiving additional training                | na                | na                 | 6                 | 6                 |
|  | b. Total specialized training hours                       | na                | na                 | 320               | 320               |
| <b>Fleet Maintenance GSD</b>   |   |                   |                    |                   |                   |
| 1. Repair and maintain all rolling equipment.  | a. Preventative maintenance activities                    | na                | na                 | 175               | 175               |
|  | b. Equipment to be refurbished and painted                | na                | na                 | 3                 | 3                 |
|  | c. Repair and maintenance of equipment per day            | na                | na                 | 5                 | 5                 |
|  | d. Repair and maintenance hours per year                  | na                | na                 | 1,920             | 1,920             |
|  | e. Number of rolling vehicles                             | na                | na                 | 62                | 62                |
| 2. Continue to improve training programs for repair and maintenance of all rolling equipment.                            | a. Employees receiving additional training                | na                | na                 | 1                 | 1                 |
|  | b. Total specialized training hours                       | na                | na                 | 40                | 40                |
| <b>Fleet Maintenance USD</b>   |   |                   |                    |                   |                   |
| 1. Repair and maintain all rolling equipment.  | a. Preventative maintenance activities                    | 1,550             | 1,550              | 2,220             | 2,220             |
|  | b. Equipment to be refurbished and painted                | 15                | 15                 | 15                | 15                |
|  | c. Repair and maintenance of equipment per day            | 40                | 40                 | 25                | 25                |
|  | d. Repair and maintenance hours per year                  | 58,250            | 58,250             | 35,000            | 35,000            |
|  | e. Number of rolling vehicles                             | 351               | 351                | 213               | 213               |
| 2. Continue to improve training programs for repair and maintenance of all rolling equipment.                            | a. Employees receiving additional training                | 30                | 30                 | 12                | 12                |
|  | b. Total specialized training hours                       | 480               | 480                | 600               | 600               |
| <b>Fire Prevention GSD</b>   |   |                   |                    |                   |                   |
| 1. Provide Fire Safety Programs to the General Services District.  | a. Program participants                                   | 8,500             | 7,650              | 8,200             | 10,500            |
|  | b. Fire Safety Inspections performed                      | 1,400             | 940                | 1,200             | 1,600             |
| <b>Fire Prevention USD</b>   |   |                   |                    |                   |                   |
| 1. Provide public Fire Education Programs to every kindergarten through third grade student in the public school system. | a. Elementary schools with "Learn Not To Burn" curriculum | 132               | 132                | 132               | 135               |
|  | b. Participants attending programs                        | 34,000            | 30,920             | 38,000            | 39,000            |

# 32 Fire-At a Performance



| Objectives   | Performance Measures       | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|----------------------------|-------------------|--------------------|-------------------|-------------------|
| 2. Provide Life Safety Programs to MDHA low-income families.                         | MDHA program participants  | 3,000             | 4,180              | 3,500             | 5,200             |
| 3. Provide Fire Safety Inspections and Plans Review for the Urban Services District. | a. Fire safety inspections | 7,500             | 6,635              | 7,400             | 8,800             |
|  | b. Plans review            | 6,000             | 5,285              | 6,000             | 6,000             |

## COMMUNITY SERVICES BUREAU

### Community Services USD/GSD

|   |                         |    |    |    |       |
|---|-------------------------|----|----|----|-------|
| 1. Continue to develop a community-based relationship by supporting the needs of all citizens, citizen groups, business community, and the media. | a. Media calls per year | na | na | na | 2,500 |
|   | b. Color Guard request  | na | na | na | 45    |
|   | c. Special Events       | na | na | na | 200   |

## ADMINISTRATION BUREAU

### Billing & Customer Service GSD

|  |  |        |        |        |        |
|--|--|--------|--------|--------|--------|
| 1. Process emergency ambulance accounts.                 | a. Electronic filing of insurance claims/weekly      | 833    | 218    | 240    | 327    |
|  | b. Review of delinquent accounts/daily               | 39     | 50     | 100    | 120    |
|  | c. Accounts invoiced/daily                           | 158    | 120    | 150    | 150    |
|  | d. Balance due statements/daily                      | 284    | 275    | 280    | 375    |
| 2. Provide collection activities.                        | a. Customer service/patient contracts/yearly         | 28,037 | 19,700 | 19,750 | 22,200 |
|  | b. Follow-up return calls                            | 2,928  | 6,000  | 13,200 | 12,000 |
|  | c. Fire hydrant accounts reviewed/yearly             | 2,225  | 2,225  | 2,225  | 0      |
| 3. Provide customer service/patient satisfaction survey. | a. Surveys mailed/yearly                             | 650    | 600    | 600    | 600    |
|  | b. Analyze and compile surveys                       | 45     | 24     | 48     | 24     |
|  | c. Customer concerns identified and monitored/yearly | 85     | 50     | 140    | 100    |

### Administration USD

|   |                                      |       |       |       |       |
|---|--------------------------------------|-------|-------|-------|-------|
| 1. Upgrade and maintain the Fire Department Human Resource Filing System.                           | Personnel files converted            | 1,211 | 1,211 | 1,210 | 1,236 |
| 2. Computerize all personal leave; sick leave, line-of-duty injury leave and holiday leave records. | Employee files computerized          | 1,211 | 1,211 | 1,210 | 1,236 |
| 3. Monitor and control facility, office and equipment expenses. Verify accuracy of invoices.        | a. Supplies ordered (times per year) | 36    | 36    | 36    | 52    |
|   | b. Payments made daily               | 36    | 36    | 36    | 50    |



# 32 Fire-Financial



## Fire GSD General Fund

| EXPENSE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>OPERATING EXPENSE:</b>                        |                   |                    |                   |                   |
| <b>PERSONAL SERVICES:</b>                        |                   |                    |                   |                   |
| Salary Expense                                   | 14,596,196        | 14,779,503         | 18,794,227        | 20,300,327        |
| Fringe Benefits                                  | 4,080,569         | 3,816,941          | 4,648,017         | 4,970,617         |
| Per Diem & Other Fees                            | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL PERSONAL SERVICES</b>                   | <b>18,676,765</b> | <b>18,596,444</b>  | <b>23,442,244</b> | <b>25,270,944</b> |
| <b>OTHER SERVICES:</b>                           |                   |                    |                   |                   |
| Utilities  | 116,900           | 121,598            | 134,962           | 134,962           |
| Professional Services                            | 62,000            | 71,648             | 62,000            | 62,000            |
| Purchased Services                               | 220,840           | 274,279            | 208,340           | 208,340           |
| Travel   | 21,124            | 4,706              | 21,124            | 21,124            |
| Communications                                   | 10,500            | 1,712              | 5,000             | 5,000             |
| Printing   | 60,000            | 55,979             | 60,000            | 60,000            |
| Advertising & Promotion                          | 0                 | 0                  | 0                 | 0                 |
| Subscriptions                                    | 3,500             | 1,310              | 3,500             | 3,500             |
| Tuition, Reg., & Membership Dues                 | 8,950             | 8,111              | 6,950             | 6,950             |
| Repairs & Maintenance Services                   | 71,300            | 107,481            | 87,300            | 87,300            |
| Internal Service Fees                            | 152,000           | 141,894            | 334,644           | 731,303           |
| <b>TOTAL OTHER SERVICES</b>                      | <b>727,114</b>    | <b>788,718</b>     | <b>923,820</b>    | <b>1,320,479</b>  |
| <b>OTHER EXPENSE:</b>                            |                   |                    |                   |                   |
| Supplies and Materials                           | 1,086,289         | 915,079            | 1,100,789         | 1,200,789         |
| Misc. Other Expenses & Payments                  | 0                 | 0                  | 0                 | 0                 |
| Fixed Charges                                    | 111,000           | 95,765             | 102,000           | 102,000           |
| Licenses, Permits, & Fees                        | 33,000            | 80,693             | 33,000            | 33,000            |
| Taxes  | 0                 | 0                  | 0                 | 0                 |
| Grant Contributions & Awards                     | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL OTHER EXPENSE</b>                       | <b>1,230,289</b>  | <b>1,091,537</b>   | <b>1,235,789</b>  | <b>1,335,789</b>  |
| <b>PENSION, ANNUITY, DEBT, &amp; OTHER COSTS</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>EQUIPMENT, BUILDINGS, &amp; LAND</b>          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>SPECIAL PROJECTS</b>                          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL OPERATING EXPENSE</b>                   | <b>20,634,168</b> | <b>20,476,699</b>  | <b>25,601,853</b> | <b>27,927,212</b> |
| <b>TRANSFERS TO OTHER FUNDS &amp; UNITS:</b>     | <b>55,000</b>     | <b>38,000</b>      | <b>0</b>          | <b>0</b>          |
| <b>TOTAL EXPENSE AND TRANSFERS</b>               | <b>20,689,168</b> | <b>20,514,699</b>  | <b>25,601,853</b> | <b>27,927,212</b> |



# 32 Fire-Financial



## Fire GSD General Fund

| REVENUE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>PROGRAM REVENUE:</b>                          |                   |                    |                   |                   |
| <b>Charges, Commissions, &amp; Fees</b>          |                   |                    |                   |                   |
| Charges For Current Services                     | 3,663,110         | 3,230,936          | 3,437,550         | 3,321,097         |
| Commissions and Fees                             | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Charges, Commissions, &amp; Fees</b> | <b>3,663,110</b>  | <b>3,230,936</b>   | <b>3,437,550</b>  | <b>3,321,097</b>  |
| <b>Other Governments &amp; Agencies</b>          |                   |                    |                   |                   |
| Federal Direct                                   | 1,524,600         | 0                  | 0                 | 0                 |
| Federal Through State                            | 1,251,715         | 151,461            | 103,877           | 151,409           |
| Federal Through Other Pass-Through               | 0                 | 2,798,058          | 2,543,000         | 2,604,720         |
| State Direct                                     | 69,776            | 52,510             | 57,600            | 57,600            |
| Other Government Agencies                        | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Governments &amp; Agencies</b> | <b>2,846,091</b>  | <b>3,002,029</b>   | <b>2,704,477</b>  | <b>2,813,729</b>  |
| <b>Other Program Revenue</b>                     |                   |                    |                   |                   |
| Contributions and Gifts                          | 0                 | 0                  | 0                 | 0                 |
| Miscellaneous Revenue                            | 0                 | 0                  | 0                 | 0                 |
| Use of Money or Property                         | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Program Revenue</b>            | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL PROGRAM REVENUE</b>                     | <b>6,509,201</b>  | <b>6,232,965</b>   | <b>6,142,027</b>  | <b>6,134,826</b>  |
| <b>NON-PROGRAM REVENUE:</b>                      |                   |                    |                   |                   |
| Property Taxes                                   | 0                 | 0                  | 0                 | 0                 |
| Local Option Sales Tax                           | 0                 | 0                  | 0                 | 0                 |
| Other Taxes, Licenses, & Permits                 | 0                 | 0                  | 0                 | 0                 |
| Fines, Forfeits, & Penalties                     | 0                 | 0                  | 0                 | 0                 |
| Compensation From Property                       | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL NON-PROGRAM REVENUE</b>                 | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TRANSFERS FROM OTHER FUNDS AND UNITS:</b>     | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL REVENUE AND TRANSFERS</b>               | <b>6,509,201</b>  | <b>6,232,965</b>   | <b>6,142,027</b>  | <b>6,134,826</b>  |

# 32 Fire-Financial



## Fire USD General Fund

| EXPENSE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>OPERATING EXPENSE:</b>                        |                   |                    |                   |                   |
| <b>PERSONAL SERVICES:</b>                        |                   |                    |                   |                   |
| Salary Expense                                   | 35,435,697        | 34,763,891         | 39,554,887        | 43,023,287        |
| Fringe Benefits                                  | 9,665,997         | 9,226,043          | 10,262,695        | 10,755,995        |
| Per Diem & Other Fees                            | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL PERSONAL SERVICES</b>                   | <b>45,101,694</b> | <b>43,989,934</b>  | <b>49,817,582</b> | <b>53,779,282</b> |
| <b>OTHER SERVICES:</b>                           |                   |                    |                   |                   |
| Utilities  | 566,808           | 623,060            | 662,947           | 662,947           |
| Professional Services                            | 1,500             | 30,943             | 1,500             | 1,500             |
| Purchased Services                               | 76,767            | 56,838             | 105,467           | 105,467           |
| Travel   | 53,000            | 24,410             | 53,000            | 53,000            |
| Communications                                   | 0                 | 6,252              | 0                 | 0                 |
| Printing   | 2,000             | 6,529              | 2,000             | 2,000             |
| Advertising & Promotion                          | 22,000            | 14,690             | 18,000            | 18,000            |
| Subscriptions                                    | 10,050            | 2,721              | 3,050             | 3,050             |
| Tuition, Reg., & Membership Dues                 | 17,000            | 20,389             | 16,000            | 16,000            |
| Repairs & Maintenance Services                   | 57,765            | 204,992            | 104,265           | 104,265           |
| Internal Service Fees                            | 339,155           | 316,781            | 556,310           | 1,438,912         |
| <b>TOTAL OTHER SERVICES</b>                      | <b>1,146,045</b>  | <b>1,307,605</b>   | <b>1,522,539</b>  | <b>2,405,141</b>  |
| <b>OTHER EXPENSE:</b>                            |                   |                    |                   |                   |
| Supplies and Materials                           | 1,487,932         | 1,349,419          | 1,524,932         | 1,539,932         |
| Misc. Other Expenses & Payments                  | 0                 | 0                  | 0                 | 0                 |
| Fixed Charges                                    | 14,600            | 2,960              | 3,600             | 3,600             |
| Licenses, Permits, & Fees                        | 18,000            | 19,145             | 17,000            | 17,000            |
| Taxes  | 0                 | 0                  | 0                 | 0                 |
| Grant Contributions & Awards                     | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL OTHER EXPENSE</b>                       | <b>1,520,532</b>  | <b>1,371,524</b>   | <b>1,545,532</b>  | <b>1,560,532</b>  |
| <b>PENSION, ANNUITY, DEBT, &amp; OTHER COSTS</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>EQUIPMENT, BUILDINGS, &amp; LAND</b>          | <b>96,000</b>     | <b>0</b>           | <b>76,000</b>     | <b>76,000</b>     |
| <b>SPECIAL PROJECTS</b>                          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL OPERATING EXPENSE</b>                   | <b>47,864,271</b> | <b>46,669,063</b>  | <b>52,961,653</b> | <b>57,820,955</b> |
| <b>TRANSFERS TO OTHER FUNDS &amp; UNITS:</b>     | <b>100,000</b>    | <b>99,966</b>      | <b>0</b>          | <b>0</b>          |
| <b>TOTAL EXPENSE AND TRANSFERS</b>               | <b>47,964,271</b> | <b>46,769,029</b>  | <b>52,961,653</b> | <b>57,820,955</b> |

# 32 Fire-Financial



## Fire USD General Fund

| REVENUE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>PROGRAM REVENUE:</b>                          |                   |                    |                   |                   |
| <b>Charges, Commissions, &amp; Fees</b>          |                   |                    |                   |                   |
| Charges For Current Services                     | 150,000           | 90,453             | 700               | 2,400             |
| Commissions and Fees                             | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Charges, Commissions, &amp; Fees</b> | <b>150,000</b>    | <b>90,453</b>      | <b>700</b>        | <b>2,400</b>      |
| <b>Other Governments &amp; Agencies</b>          |                   |                    |                   |                   |
| Federal Direct                                   | 0                 | 0                  | 0                 | 0                 |
| Federal Through State                            | 0                 | 0                  | 0                 | 0                 |
| Federal Through Other Pass-Through               | 0                 | 0                  | 0                 | 0                 |
| State Direct                                     | 299,040           | 299,040            | 309,760           | 337,645           |
| Other Government Agencies                        | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Governments &amp; Agencies</b> | <b>299,040</b>    | <b>299,040</b>     | <b>309,760</b>    | <b>337,645</b>    |
| <b>Other Program Revenue</b>                     |                   |                    |                   |                   |
| Contributions and Gifts                          | 0                 | 0                  | 0                 | 0                 |
| Miscellaneous Revenue                            | 0                 | 1,902              | 500               | 0                 |
| Use of Money or Property                         | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Program Revenue</b>            | <b>0</b>          | <b>1,902</b>       | <b>500</b>        | <b>0</b>          |
| <b>TOTAL PROGRAM REVENUE</b>                     | <b>449,040</b>    | <b>391,395</b>     | <b>310,960</b>    | <b>340,045</b>    |
| <b>NON-PROGRAM REVENUE:</b>                      |                   |                    |                   |                   |
| Property Taxes                                   | 0                 | 0                  | 0                 | 0                 |
| Local Option Sales Tax                           | 0                 | 0                  | 0                 | 0                 |
| Other Taxes, Licenses, & Permits                 | 0                 | 0                  | 0                 | 0                 |
| Fines, Forfeits, & Penalties                     | 0                 | 0                  | 0                 | 0                 |
| Compensation From Property                       | 8,164             | 0                  | 0                 | 0                 |
| <b>TOTAL NON-PROGRAM REVENUE</b>                 | <b>8,164</b>      | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TRANSFERS FROM OTHER FUNDS AND UNITS:</b>     | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL REVENUE AND TRANSFERS</b>               | <b>457,204</b>    | <b>391,395</b>     | <b>310,960</b>    | <b>340,045</b>    |

# 32 Fire-Financial



**Reminder:** Some classifications were deleted and new classifications (class number 10000 and above) were added to implement the 2002 Reclassification Study & Pay Plan. Many of the class changes from FY 2001 to FY 2002 were due to implementing that Study.

|                                       |              |              | FY 2001          |                 | FY 2002          |                 | FY 2003          |                 |
|---------------------------------------|--------------|--------------|------------------|-----------------|------------------|-----------------|------------------|-----------------|
|                                       | <u>Class</u> | <u>Grade</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> |
| <b>32 Fire (EMS) - GSD Fund 10101</b> |              |              |                  |                 |                  |                 |                  |                 |
| Account Clerk 2                       | 4370         | GS04         | 2                | 2.0             | 2                | 2.0             | 0                | 0.0             |
| Account Clerk 3                       | 3730         | GS05         | 4                | 4.0             | 4                | 4.0             | 0                | 0.0             |
| Admin Services Officer 4              | 7245         | SR12         | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Administrative Assistant 1            | 7240         | GS06         | 1                | 1.0             | 1                | 1.0             | 0                | 0.0             |
| Administrative Assistant 2            | 7241         | GS08         | 1                | 1.0             | 1                | 1.0             | 0                | 0.0             |
| Administrative Specialist             | 7720         | SR11         | 0                | 0.0             | 0                | 0.0             | 1                | 1.0             |
| Dist Chief-Emer Amb Svc               | 7289         | PF11         | 15               | 15.0            | 15               | 15.0            | 0                | 0.0             |
| Dist Chief-Emer Amb Svc Train         | 6647         | PF11         | 1                | 1.0             | 1                | 1.0             | 0                | 0.0             |
| Emerg Vehicle Technician 1            | 3057         | TG12         | 3                | 3.0             | 3                | 3.0             | 3                | 3.0             |
| Emergency Med Tech 2                  | 1818         | PS04         | 36               | 36.0            | 53               | 53.0            | 65               | 65.0            |
| Emergency Telecommunicator            | 7291         | SR06         | 0                | 0.0             | 0                | 0.0             | 1                | 1.0             |
| Fire Assistant Chief                  | 0430         | PS08         | 0                | 0.0             | 0                | 0.0             | 6                | 6.0             |
| Fire Asst. Chief-EA Serv              | 0591         | PS08         | 5                | 5.0             | 5                | 5.0             | 0                | 0.0             |
| Fire Deputy Chief                     | 7306         | PS10         | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Fire District Chief                   | 1686         | PS07         | 0                | 0.0             | 0                | 0.0             | 15               | 15.0            |
| Fire Instructor                       | 6834         | PS06         | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Fire Lt                               | 10155        | PS05         | 0                | 0.0             | 0                | 0.0             | 2                | 2.0             |
| Fire Lt-Communications                | 6409         | PF09         | 2                | 2.0             | 2                | 2.0             | 0                | 0.0             |
| Fire/EMT Dispatcher                   | 7423         | PS04         | 6                | 6.0             | 6                | 6.0             | 5                | 5.0             |
| Info Systems Manager                  | 7782         | SR13         | 0                | 0.0             | 0                | 0.0             | 1                | 1.0             |
| Info Systems Specialist               | 7783         | GS11         | 1                | 1.0             | 1                | 1.0             | 0                | 0.0             |
| Office Support Rep 2                  | 10121        | SR05         | 0                | 0.0             | 0                | 0.0             | 1                | 1.0             |
| Office Support Rep 3                  | 10122        | SR06         | 0                | 0.0             | 0                | 0.0             | 4                | 4.0             |
| Office Support Specialist 1           | 10123        | SR07         | 0                | 0.0             | 0                | 0.0             | 2                | 2.0             |
| Paramedic 1                           | 10125        | PS04         | 0                | 0.0             | 0                | 0.0             | 36               | 36.0            |
| Paramedic 2                           | 7344         | PS05         | 138              | 138.0           | 157              | 157.0           | 103              | 103.0           |
| Technical Specialist 1                | 7756         | SR11         | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Technical Specialist 2                | 7757         | SR12         | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| <b>Total Positions &amp; FTE</b>      |              |              | <b>220</b>       | <b>220</b>      | <b>256</b>       | <b>256</b>      | <b>250</b>       | <b>250.0</b>    |
| <b>32 Fire - GSD Fund 10101</b>       |              |              |                  |                 |                  |                 |                  |                 |
| Account Clerk 2                       | 4370         | GS04         | 1                | 1.0             | 1                | 1.0             | 0                | 0.0             |
| Emerg Vehicle Technician 1            | 3057         | TG12         | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Emergency Telecommunicator            | 7291         | SR06         | 0                | 0.0             | 0                | 0.0             | 1                | 1.0             |
| Fire Captain                          | 7305         | PS06         | 22               | 22.0            | 25               | 25.0            | 25               | 25.0            |
| Fire District Chief                   | 1686         | PS07         | 3                | 3.0             | 3                | 3.0             | 3                | 3.0             |
| Fire Engineer                         | 7307         | PS05         | 42               | 42.0            | 45               | 45.0            | 45               | 45.0            |
| Fire Fighter 2                        | 7309         | PS04         | 41               | 41.0            | 45               | 45.0            | 33               | 33.0            |
| Fire Fighter 3                        | 7777         | PS05         | 10               | 10.0            | 10               | 10.0            | 10               | 10.0            |
| Fire Fighter/Paramedic                | 10112        | PS05         | 0                | 0.0             | 0                | 0.0             | 18               | 18.0            |
| Fire Inspector 2                      | 2534         | PS05         | 5                | 5.0             | 5                | 5.0             | 5                | 5.0             |
| Fire Maint Worker 1                   | 2996         | TG12         | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Fire/EMT Dispatcher                   | 7423         | PS04         | 2                | 2.0             | 2                | 2.0             | 1                | 1.0             |
| Office Support Specialist 1           | 10123        | SR07         | 0                | 0.0             | 0                | 0.0             | 1                | 1.0             |
| <b>Total Positions &amp; FTE</b>      |              |              | <b>128</b>       | <b>128</b>      | <b>138</b>       | <b>138</b>      | <b>144</b>       | <b>144.0</b>    |
| <b>Total GSD</b>                      |              |              | <b>348</b>       | <b>348.0</b>    | <b>394</b>       | <b>394.0</b>    | <b>394</b>       | <b>394.0</b>    |

This schedule does not reflect the anticipated transfer of positions and personnel from Public Works, Parks, Fire, Water Services, and Motor Pool to the Fleet Management Fund.

# 32 Fire-Financial



**Reminder:** Some classifications were deleted and new classifications (class number 10000 and above) were added to implement the 2002 Reclassification Study & Pay Plan. Many of the class changes from FY 2001 to FY 2002 were due to implementing that Study.

|                                   |              | FY 2001          |                 | FY 2002          |                 | FY 2003          |                 |
|-----------------------------------|--------------|------------------|-----------------|------------------|-----------------|------------------|-----------------|
| <u>Class</u>                      | <u>Grade</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> |
| <b>32 Fire - USD Fund 18301</b>   |              |                  |                 |                  |                 |                  |                 |
| Account Clerk 2                   | 4370 GS04    | 6                | 6.0             | 6                | 6.0             | 0                | 0.0             |
| Account Clerk 3                   | 3730 GS05    | 4                | 4.0             | 4                | 4.0             | 0                | 0.0             |
| Admin Specialist                  | 7720 SR12    | 0                | 0.0             | 0                | 0.0             | 2                | 2.0             |
| Administrative Assistant 1        | 7240 GS06    | 2                | 2.0             | 2                | 2.0             | 0                | 0.0             |
| Administrative Assistant 2        | 7241 SR09    | 5                | 5.0             | 5                | 5.0             | 3                | 3.0             |
| Emer Telecommunicator 1           | 7291 SR06    | 0                | 0.0             | 0                | 0.0             | 2                | 2.0             |
| Emer Telecommunicator 2           | 7292 SR07    | 0                | 0.0             | 0                | 0.0             | 1                | 1.0             |
| Emer Vehicle Tech 1               | 3057 TG12    | 6                | 6.0             | 6                | 6.0             | 7                | 7.0             |
| Emer Vehicle Tech 2               | 5975 TL12    | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Emer Vehicle Tech Supervisor      | 5974 TS12    | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Emergency Med Tech 2              | 1818 PS04    | 0                | 0.0             | 0                | 0.0             | 1                | 1.0             |
| Finance Manager                   | 6232 SR14    | 0                | 0.0             | 0                | 0.0             | 1                | 1.0             |
| Fire Assistant Chief              | 0430 PS08    | 6                | 6.0             | 6                | 6.0             | 7                | 7.0             |
| Fire Asst. Chief Training Officer | 0594 PS07    | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Fire Asst. Chief-Safety           | 6646 PF12    | 1                | 1.0             | 1                | 1.0             | 0                | 0.0             |
| Fire Captain                      | 7305 PS06    | 151              | 151.0           | 151              | 151.0           | 161              | 161.0           |
| Fire Chief                        | 1045 DP03    | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Fire Chief Training Officer       | 5513 PS08    | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Fire Comm Superintendent          | 1297 PS08    | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Fire Deputy Chief                 | 7306 PS10    | 2                | 2.0             | 2                | 2.0             | 2                | 2.0             |
| Fire Deputy Director              | 7057 PF14    | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Fire District Chief               | 1686 PS07    | 22               | 22.0            | 22               | 22.0            | 24               | 24.0            |
| Fire Engineer                     | 7307 PS05    | 171              | 171.0           | 171              | 171.0           | 171              | 171.0           |
| Fire Fighter 2                    | 7309 PS04    | 323              | 323.0           | 323              | 323.0           | 304              | 304.0           |
| Fire Fighter 3                    | 7777 PS05    | 70               | 70.0            | 70               | 70.0            | 70               | 70.0            |
| Fire Fighter/Paramedic            | 10112 PS05   | 0                | 0.0             | 0                | 0.0             | 10               | 10.0            |
| Fire Inspector 1                  | 7310 PS05    | 0                | 0.0             | 2                | 2.0             | 3                | 3.0             |
| Fire Inspector 2                  | 2534 PS05    | 17               | 17.0            | 17               | 17.0            | 17               | 17.0            |
| Fire Instructor                   | 6834 PS06    | 10               | 10.0            | 10               | 10.0            | 5                | 5.0             |
| Fire Lt                           | 10155 PS05   | 0                | 0.0             | 0                | 0.0             | 8                | 8.0             |
| Fire Lt-Communications            | 6409 PF09    | 8                | 8.0             | 8                | 8.0             | 0                | 0.0             |
| Fire M&R Asst. Supt.              | 0593 GS11    | 1                | 1.0             | 1                | 1.0             | 0                | 0.0             |
| Fire Maint Superintendent         | 5492 SR13    | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Fire Maint Worker 1               | 2996 TG12    | 12               | 12.0            | 12               | 12.0            | 12               | 12.0            |
| Fire Maint Worker 2               | 2995 TL12    | 2                | 2.0             | 2                | 2.0             | 2                | 2.0             |
| Fire Maintenance Supervisor       | 5973 TS12    | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Fire Marshal                      | 3015 PS08    | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Fire Marshal-Assistant            | 1495 PS06    | 5                | 5.0             | 5                | 5.0             | 4                | 4.0             |
| Fire Marshal-Deputy               | 0440 PS07    | 2                | 2.0             | 2                | 2.0             | 2                | 2.0             |
| Fire/EMT Dispatcher               | 7423 PS04    | 25               | 25.0            | 25               | 25.0            | 22               | 22.0            |
| Fiscal Affairs Manager            | 7676 GS13    | 1                | 1.0             | 1                | 1.0             | 0                | 0.0             |
| Office Support Rep 2              | 10121 SR05   | 0                | 0.0             | 0                | 0.0             | 4                | 4.0             |
| Office Support Rep 3              | 10122 SR06   | 0                | 0.0             | 0                | 0.0             | 6                | 6.0             |
| Office Support Specialist 1       | 10123 SR07   | 0                | 0.0             | 0                | 0.0             | 3                | 3.0             |
| <b>Total Positions &amp; FTE</b>  |              | <b>862</b>       | <b>862.0</b>    | <b>864</b>       | <b>864.0</b>    | <b>864</b>       | <b>864.0</b>    |

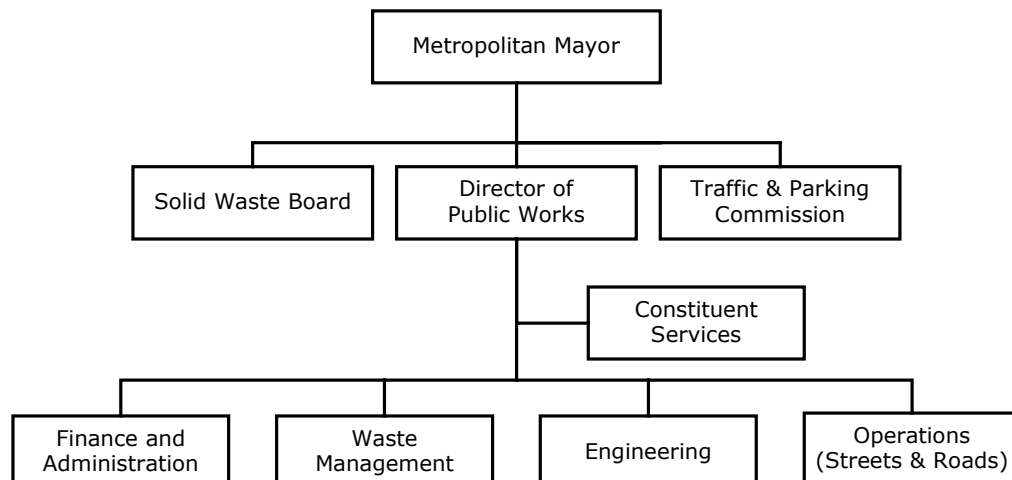
This schedule does not reflect the anticipated transfer of positions and personnel from Public Works, Parks, Fire, Water Services, and Motor Pool to the Fleet Management Fund.

# 42 Public Works-At a Glance



| <b>Mission</b>                         | Public Work's mission is to provide for the engineering, maintenance, construction, and repair of streets, roads, bridges, guardrails, sidewalks, traffic signs and signals, operation of parking facilities, refuse collection, street and sidewalk cleaning, and street light operation within the Urban Service District. The Department also provides for activities directly related to solid waste disposal and the curbside collection and processing of recyclable materials in selected areas of Davidson County including both USD and GSD areas.   |                                |                            |                |                |                                    |    |    |    |  |              |              |              |                  |            |            |            |                        |            |            |            |                       |   |   |         |                       |           |         |         |                           |                            |                            |                            |                                |  |  |  |                              |             |             |             |                   |         |   |   |                       |   |         |         |                              |                           |                           |                           |                     |         |         |         |           |            |            |            |                       |                            |                            |                            |  |  |
|--|---|--------------------------------|----------------------------|----------------|----------------|------------------------------------|----|----|----|--|--------------|--------------|--------------|------------------|------------|------------|------------|------------------------|------------|------------|------------|-----------------------|---|---|---------|-----------------------|-----------|---------|---------|---------------------------|----------------------------|----------------------------|----------------------------|--------------------------------|--|--|--|------------------------------|-------------|-------------|-------------|-------------------|---------|---|---|-----------------------|---|---------|---------|------------------------------|---------------------------|---------------------------|---------------------------|---------------------|---------|---------|---------|-----------|------------|------------|------------|-----------------------|----------------------------|----------------------------|----------------------------|--|--|
| <b>Budget Summary</b>                  | <table> <tr> <th></th><th><u>2000-01</u></th><th><u>2001-02</u></th><th><u>2002-03</u></th></tr> <tr> <td><b>Expenditures and Transfers:</b></td><td></td><td></td><td></td></tr> <tr> <td>GSD General Fund</td><td>\$40,385,490</td><td>\$44,269,672</td><td>\$42,380,742</td></tr> <tr> <td>USD General Fund</td><td>14,801,709</td><td>16,489,884</td><td>17,102,346</td></tr> <tr> <td>Solid Waste Operations</td><td>28,965,560</td><td>32,195,767</td><td>32,997,441</td></tr> <tr> <td>Public Works Sidewalk</td><td>0</td><td>0</td><td>500,000</td></tr> <tr> <td>Special purpose funds</td><td>1,202,691</td><td>352,046</td><td>352,046</td></tr> <tr> <td><b>Total Expenditures</b></td><td><b><u>\$85,355,450</u></b></td><td><b><u>\$93,307,369</u></b></td><td><b><u>\$93,332,575</u></b></td></tr> <tr> <td><b>Revenues and Transfers:</b></td><td></td><td></td><td></td></tr> <tr> <td>Charges, Commissions, &amp; Fees</td><td>\$7,270,154</td><td>\$7,786,289</td><td>\$4,682,916</td></tr> <tr> <td>Other Governments</td><td>102,000</td><td>0</td><td>0</td></tr> <tr> <td>Other Program Revenue</td><td>0</td><td>-62,884</td><td>129,568</td></tr> <tr> <td><b>Total Program Revenue</b></td><td><b><u>\$7,372,154</u></b></td><td><b><u>\$7,723,405</u></b></td><td><b><u>\$4,812,484</u></b></td></tr> <tr> <td>Non-program Revenue</td><td>442,050</td><td>332,750</td><td>236,500</td></tr> <tr> <td>Transfers</td><td>23,315,629</td><td>25,576,037</td><td>30,343,897</td></tr> <tr> <td><b>Total Revenues</b></td><td><b><u>\$31,129,833</u></b></td><td><b><u>\$33,632,192</u></b></td><td><b><u>\$35,392,881</u></b></td></tr> </table> |                                | <u>2000-01</u>             | <u>2001-02</u> | <u>2002-03</u> | <b>Expenditures and Transfers:</b> |    |    |    | GSD General Fund                       | \$40,385,490 | \$44,269,672 | \$42,380,742 | USD General Fund | 14,801,709 | 16,489,884 | 17,102,346 | Solid Waste Operations | 28,965,560 | 32,195,767 | 32,997,441 | Public Works Sidewalk | 0 | 0 | 500,000 | Special purpose funds | 1,202,691 | 352,046 | 352,046 | <b>Total Expenditures</b> | <b><u>\$85,355,450</u></b> | <b><u>\$93,307,369</u></b> | <b><u>\$93,332,575</u></b> | <b>Revenues and Transfers:</b> |  |  |  | Charges, Commissions, & Fees | \$7,270,154 | \$7,786,289 | \$4,682,916 | Other Governments | 102,000 | 0 | 0 | Other Program Revenue | 0 | -62,884 | 129,568 | <b>Total Program Revenue</b> | <b><u>\$7,372,154</u></b> | <b><u>\$7,723,405</u></b> | <b><u>\$4,812,484</u></b> | Non-program Revenue | 442,050 | 332,750 | 236,500 | Transfers | 23,315,629 | 25,576,037 | 30,343,897 | <b>Total Revenues</b> | <b><u>\$31,129,833</u></b> | <b><u>\$33,632,192</u></b> | <b><u>\$35,392,881</u></b> |  |  |
|  | <u>2000-01</u>  | <u>2001-02</u>                 | <u>2002-03</u>             |                |                |                                    |    |    |    |  |              |              |              |                  |            |            |            |                        |            |            |            |                       |   |   |         |                       |           |         |         |                           |                            |                            |                            |                                |  |  |  |                              |             |             |             |                   |         |   |   |                       |   |         |         |                              |                           |                           |                           |                     |         |         |         |           |            |            |            |                       |                            |                            |                            |  |  |
| <b>Expenditures and Transfers:</b>     |   |                                |                            |                |                |                                    |    |    |    |  |              |              |              |                  |            |            |            |                        |            |            |            |                       |   |   |         |                       |           |         |         |                           |                            |                            |                            |                                |  |  |  |                              |             |             |             |                   |         |   |   |                       |   |         |         |                              |                           |                           |                           |                     |         |         |         |           |            |            |            |                       |                            |                            |                            |  |  |
| GSD General Fund                       | \$40,385,490  | \$44,269,672                   | \$42,380,742               |                |                |                                    |    |    |    |  |              |              |              |                  |            |            |            |                        |            |            |            |                       |   |   |         |                       |           |         |         |                           |                            |                            |                            |                                |  |  |  |                              |             |             |             |                   |         |   |   |                       |   |         |         |                              |                           |                           |                           |                     |         |         |         |           |            |            |            |                       |                            |                            |                            |  |  |
| USD General Fund                       | 14,801,709  | 16,489,884                     | 17,102,346                 |                |                |                                    |    |    |    |  |              |              |              |                  |            |            |            |                        |            |            |            |                       |   |   |         |                       |           |         |         |                           |                            |                            |                            |                                |  |  |  |                              |             |             |             |                   |         |   |   |                       |   |         |         |                              |                           |                           |                           |                     |         |         |         |           |            |            |            |                       |                            |                            |                            |  |  |
| Solid Waste Operations                 | 28,965,560  | 32,195,767                     | 32,997,441                 |                |                |                                    |    |    |    |  |              |              |              |                  |            |            |            |                        |            |            |            |                       |   |   |         |                       |           |         |         |                           |                            |                            |                            |                                |  |  |  |                              |             |             |             |                   |         |   |   |                       |   |         |         |                              |                           |                           |                           |                     |         |         |         |           |            |            |            |                       |                            |                            |                            |  |  |
| Public Works Sidewalk                  | 0   | 0                              | 500,000                    |                |                |                                    |    |    |    |  |              |              |              |                  |            |            |            |                        |            |            |            |                       |   |   |         |                       |           |         |         |                           |                            |                            |                            |                                |  |  |  |                              |             |             |             |                   |         |   |   |                       |   |         |         |                              |                           |                           |                           |                     |         |         |         |           |            |            |            |                       |                            |                            |                            |  |  |
| Special purpose funds                  | 1,202,691   | 352,046                        | 352,046                    |                |                |                                    |    |    |    |  |              |              |              |                  |            |            |            |                        |            |            |            |                       |   |   |         |                       |           |         |         |                           |                            |                            |                            |                                |  |  |  |                              |             |             |             |                   |         |   |   |                       |   |         |         |                              |                           |                           |                           |                     |         |         |         |           |            |            |            |                       |                            |                            |                            |  |  |
| <b>Total Expenditures</b>              | <b><u>\$85,355,450</u></b>  | <b><u>\$93,307,369</u></b>     | <b><u>\$93,332,575</u></b> |                |                |                                    |    |    |    |  |              |              |              |                  |            |            |            |                        |            |            |            |                       |   |   |         |                       |           |         |         |                           |                            |                            |                            |                                |  |  |  |                              |             |             |             |                   |         |   |   |                       |   |         |         |                              |                           |                           |                           |                     |         |         |         |           |            |            |            |                       |                            |                            |                            |  |  |
| <b>Revenues and Transfers:</b>         |   |                                |                            |                |                |                                    |    |    |    |  |              |              |              |                  |            |            |            |                        |            |            |            |                       |   |   |         |                       |           |         |         |                           |                            |                            |                            |                                |  |  |  |                              |             |             |             |                   |         |   |   |                       |   |         |         |                              |                           |                           |                           |                     |         |         |         |           |            |            |            |                       |                            |                            |                            |  |  |
| Charges, Commissions, & Fees           | \$7,270,154   | \$7,786,289                    | \$4,682,916                |                |                |                                    |    |    |    |  |              |              |              |                  |            |            |            |                        |            |            |            |                       |   |   |         |                       |           |         |         |                           |                            |                            |                            |                                |  |  |  |                              |             |             |             |                   |         |   |   |                       |   |         |         |                              |                           |                           |                           |                     |         |         |         |           |            |            |            |                       |                            |                            |                            |  |  |
| Other Governments                      | 102,000   | 0                              | 0                          |                |                |                                    |    |    |    |  |              |              |              |                  |            |            |            |                        |            |            |            |                       |   |   |         |                       |           |         |         |                           |                            |                            |                            |                                |  |  |  |                              |             |             |             |                   |         |   |   |                       |   |         |         |                              |                           |                           |                           |                     |         |         |         |           |            |            |            |                       |                            |                            |                            |  |  |
| Other Program Revenue                  | 0   | -62,884                        | 129,568                    |                |                |                                    |    |    |    |  |              |              |              |                  |            |            |            |                        |            |            |            |                       |   |   |         |                       |           |         |         |                           |                            |                            |                            |                                |  |  |  |                              |             |             |             |                   |         |   |   |                       |   |         |         |                              |                           |                           |                           |                     |         |         |         |           |            |            |            |                       |                            |                            |                            |  |  |
| <b>Total Program Revenue</b>           | <b><u>\$7,372,154</u></b>   | <b><u>\$7,723,405</u></b>      | <b><u>\$4,812,484</u></b>  |                |                |                                    |    |    |    |  |              |              |              |                  |            |            |            |                        |            |            |            |                       |   |   |         |                       |           |         |         |                           |                            |                            |                            |                                |  |  |  |                              |             |             |             |                   |         |   |   |                       |   |         |         |                              |                           |                           |                           |                     |         |         |         |           |            |            |            |                       |                            |                            |                            |  |  |
| Non-program Revenue                    | 442,050   | 332,750                        | 236,500                    |                |                |                                    |    |    |    |  |              |              |              |                  |            |            |            |                        |            |            |            |                       |   |   |         |                       |           |         |         |                           |                            |                            |                            |                                |  |  |  |                              |             |             |             |                   |         |   |   |                       |   |         |         |                              |                           |                           |                           |                     |         |         |         |           |            |            |            |                       |                            |                            |                            |  |  |
| Transfers                              | 23,315,629  | 25,576,037                     | 30,343,897                 |                |                |                                    |    |    |    |  |              |              |              |                  |            |            |            |                        |            |            |            |                       |   |   |         |                       |           |         |         |                           |                            |                            |                            |                                |  |  |  |                              |             |             |             |                   |         |   |   |                       |   |         |         |                              |                           |                           |                           |                     |         |         |         |           |            |            |            |                       |                            |                            |                            |  |  |
| <b>Total Revenues</b>                  | <b><u>\$31,129,833</u></b>  | <b><u>\$33,632,192</u></b>     | <b><u>\$35,392,881</u></b> |                |                |                                    |    |    |    |  |              |              |              |                  |            |            |            |                        |            |            |            |                       |   |   |         |                       |           |         |         |                           |                            |                            |                            |                                |  |  |  |                              |             |             |             |                   |         |   |   |                       |   |         |         |                              |                           |                           |                           |                     |         |         |         |           |            |            |            |                       |                            |                            |                            |  |  |
| <b>Positions</b>                       | <table> <tr> <td>Total Budgeted Positions - GSD</td><td>379</td><td>395</td><td>372</td></tr> <tr> <td>Total Budgeted Positions - USD</td><td>47</td><td>49</td><td>50</td></tr> <tr> <td>Total Budgeted Positions - Solid Waste</td><td>115</td><td>92</td><td>105</td></tr> </table>  | Total Budgeted Positions - GSD | 379                        | 395            | 372            | Total Budgeted Positions - USD     | 47 | 49 | 50 | Total Budgeted Positions - Solid Waste | 115          | 92           | 105          |                  |            |            |            |                        |            |            |            |                       |   |   |         |                       |           |         |         |                           |                            |                            |                            |                                |  |  |  |                              |             |             |             |                   |         |   |   |                       |   |         |         |                              |                           |                           |                           |                     |         |         |         |           |            |            |            |                       |                            |                            |                            |  |  |
| Total Budgeted Positions - GSD         | 379   | 395                            | 372                        |                |                |                                    |    |    |    |  |              |              |              |                  |            |            |            |                        |            |            |            |                       |   |   |         |                       |           |         |         |                           |                            |                            |                            |                                |  |  |  |                              |             |             |             |                   |         |   |   |                       |   |         |         |                              |                           |                           |                           |                     |         |         |         |           |            |            |            |                       |                            |                            |                            |  |  |
| Total Budgeted Positions - USD         | 47  | 49                             | 50                         |                |                |                                    |    |    |    |  |              |              |              |                  |            |            |            |                        |            |            |            |                       |   |   |         |                       |           |         |         |                           |                            |                            |                            |                                |  |  |  |                              |             |             |             |                   |         |   |   |                       |   |         |         |                              |                           |                           |                           |                     |         |         |         |           |            |            |            |                       |                            |                            |                            |  |  |
| Total Budgeted Positions - Solid Waste | 115   | 92                             | 105                        |                |                |                                    |    |    |    |  |              |              |              |                  |            |            |            |                        |            |            |            |                       |   |   |         |                       |           |         |         |                           |                            |                            |                            |                                |  |  |  |                              |             |             |             |                   |         |   |   |                       |   |         |         |                              |                           |                           |                           |                     |         |         |         |           |            |            |            |                       |                            |                            |                            |  |  |
| <b>Contacts</b>                        | <p>Director of Public Works (Acting): Billy Lynch    email: billy_lynch@metro.nashville.org</p> <p>Financial Manager: Billy Davis    email: billy_davis@metro.nashville.org</p> <p>750 South 5<sup>th</sup> Street 37206    Phone: 862-8700    FAX: 862-8799</p>  |                                |                            |                |                |                                    |    |    |    |  |              |              |              |                  |            |            |            |                        |            |            |            |                       |   |   |         |                       |           |         |         |                           |                            |                            |                            |                                |  |  |  |                              |             |             |             |                   |         |   |   |                       |   |         |         |                              |                           |                           |                           |                     |         |         |         |           |            |            |            |                       |                            |                            |                            |  |  |

## Organizational Structure



# 42 Public Works-At a Glance



## Budget Highlights FY 2003

### GSD

|  |            |
|--|------------|
| • Pay Plan/Benefit adjustments   | \$547,100  |
| • Addition of 5 Signal Technicians and 4 Maintenance and Repair Workers and associated supplies and materials*                             | 405,000    |
| • Addition of 8 Engineers to meet new development review and inspection requirements*  | 400,000    |
| • Addition of 4 Maintenance and Repair Worker positions in the Signs and Marking Unit and associated supplies and materials*               | 204,059    |
| • Wages and benefits associated with reorganizing the Administrative Staff*  | 170,000    |
| • Increase Traffic Engineering staffing by 2 positions and reallocate 3 other positions for Neighborhood Traffic Management*               | 130,000    |
| • Upgrade positions in the Engineering Division to bolster capital project management and the construction inspection of capital projects* | 102,000    |
| • Addition of a Deputy Director position*  | 85,000     |
| • Information systems billings   | 1,737      |
| • Telecommunication net adjustment   | -41,980    |
| • 800 MHz radio cost reductions  | -102,374   |
| • Fleet Management Consolidation net adjustment  | -972,611   |
| • Transfer of remaining stormwater functions to Water and Sewer  | -2,113,356 |
| • Reduction of paving expense from operational funds   | -2,500,000 |
| Subtotal – General Operations  | -3,685,425 |
| • Increase in transfers for Solid Waste functions  | 3,603,533  |
| • Increase in transfers for Recycling functions  | 102,400    |
| • Increase in transfers for Chipper functions  | 90,562     |
| Subtotal – Waste Management Transfers  | 3,796,495  |
| Total – GSD Adjustments  | \$111,070  |

\* These adjustments were recommended in the performance audit of May 10, 2002.

### USD

|   |          |
|---|----------|
| • Pay Plan/Benefit adjustments                                  | \$42,100 |
| • Transfer of remaining stormwater functions to Water and Sewer | -22,520  |
| • Elimination of transfer to the GSD for vehicle maintenance    | -65,000  |
| • Fleet Management Consolidation net adjustment                 | -378,237 |
| Subtotal-General Operations                                     | -423,657 |

### USD (Continued)

|   |           |
|---|-----------|
| • Increase in transfers for Refuse Collection functions | \$888,000 |
| • Increase in transfers for Chipper functions           | 148,119   |
| Subtotal – Waste Management Transfers                   | 1,036,119 |
| Total – USD Adjustments                                 | \$612,462 |

### Waste Management

#### Administration:

|                                   |          |
|-----------------------------------|----------|
| • Information systems billings    | \$12,690 |
| • All other cost reductions (net) | -85,888  |
| Subtotal – Administration         | -73,198  |

#### Disposal:

|   |            |
|---|------------|
| • Payment to USD Debt Service for Nashville Thermal     | 8,025,266  |
| • Reduction in payments for ash management from Thermal | -1,890,814 |
| • Reduction in direct payments to Nashville Thermal     | -6,804,202 |
| • All other cost reductions (net)                       | -519,301   |
| Subtotal – Disposal                                     | -1,189,051 |

#### Collection:

|  |           |
|--|-----------|
| • Increases for Metro collection             | 506,624   |
| • Increases for Chipper service              | 238,681   |
| • Increases for front loader collections     | 199,373   |
| • Increases for residential bulk collections | 140,899   |
| • All other cost increases (net)             | 63,995    |
| Subtotal – Collection                        | 1,149,572 |

#### Recycling:

|   |          |
|---|----------|
| • Increases for convenience recycling centers | 575,951  |
| • Increases for curbside recycling            | 260,740  |
| • Decreases for compost program               | -225,225 |
| • All other cost increases (net)              | 126,298  |
| Subtotal – Recycling                          | 737,764  |

#### Landfills:

|  |          |
|--|----------|
| • Bordeaux Gas Utilization                 | 339,398  |
| • Decrease for maintenance and engineering | -162,811 |
| Subtotal – Landfills                       | 176,587  |

Total – Adjustments \$801,674

# 42 Public Works-At a Glance



## Overview

### TRAFFIC & PARKING COMMISSION

The General Services District (GSD) Traffic & Parking Division maintains the records of the Traffic and Parking Commission meetings and interfaces with Metro Council, the Administration, the general public and other customers of the department. Operates 5 off street parking facilities providing 2,328 parking spaces. Maintains 1,580 parking meters and parking enforcement with the use of parking patrol officers. Provides loading zone and valet enforcement with the use of parking patrol officers.

### FINANCE AND ADMINISTRATION

Provides financial management and administration for the department including cost accounting, cost reporting, purchasing, accounts payable and receivable; tracking of fixed assets, oversight of work safety and security, administering personnel and payroll management and supporting the department centers.

### WASTE MANAGEMENT

The Disposal Division provides post closure activities for Bordeaux Landfill, which closed March 18, 1994. Operates mono ash landfill, composting and wood mulching, and processing contract ash recycling services. Provides funding for disposal to out of county facilities for waste and hazardous waste. Supports Methane Gas Wells program at Bordeaux Landfill. Maintains, manages and monitors former landfill sites. Operates two convenience centers for citizens 7 days per week and proposes 12 household hazardous waste events, and paint and motor oil will be accepted 7 days a week.

The Recycling Division provides recycling boxes at 15 sites (both full and part time). Provides community education through school programs and commercial outreach. Seasonal projects include Trees to Trail (Christmas trees shredded for hiking trails). Provides cardboard and paper collection at Metro offices. Provides bulk item collection program. Fall leaf collection service. Proposes to provide curbside recycling collection one time per month to USD residences.

The Refuse Collection Division provides for weekly curbside collection of household and business refuse. Metro personnel collect 38,000 collection sites and contractors collect 89,413 collection sites. Provides support for special cleanups during year. Provides support for special waste collection and disposal.

Brush Collection Service provides for countywide service 5 times per year per scheduled appointments. Additional non-scheduled service will be performed within each of 20 service districts.

### ENGINEERING

The GSD Engineering Division designs and constructs roads, highways, streets and alleys, storm sewers, bridges, and related structures. Controls traffic. Permits and enforces right of way excavation. With the passage of Council Bill 097-785, this division will be upgrading the permitting process. Provides traffic-engineering support to prepare estimates for traffic control improvements. Acts as public custodian of official streets and alley maintenance map and right of way easement records.

### OPERATIONS

The GSD Operations Division maintains 2,188 miles of road system with road and shoulder maintenance; drainage, patching, mowing, street cleaning, tree cutting and winter storm response. Responds to hazardous materials spills with Haz Mat and USAR teams. Repairs bridges, guardrails and sidewalks.

The GSD Highway Safety Lighting provides 300 streetlights on State routes in the General Services District.

The GSD Bridges Division repairs and maintains bridges and sidewalks, and repairs and installs guard rails.

The GSD Signals, Signs and Marking Division applies pavement markings, installs, maintains and removes regulatory warning and advisory signs. Installs and maintains traffic signals. (Since 1992, 110 signals have been added to the system).

The Urban Services District (USD) Street Cleaning Division cleans streets and sidewalks in the Urban Services District. Provides for cleaning vacant lots per the Beautification Program. Cleans Central Business District nightly and supports special events.

The USD Street Lighting provides for Nashville Electric Service to maintain 51,800 streetlights in the Urban Services District and install additional lights as directed by Public Works. NES adjusted lighting inventory in July 2000.

The GSD Equipment Division will no longer be a part of Public Works after 10/1/02, which includes Public Works Fleet Management and Maintenance and Repair of over 918 pieces of equipment ranging from small motors to heavy equipment for all divisions of Public Works and other Metro agencies.



# 42 Public Works-Performance



| Objectives   | Performance Measures                                     | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|--|-------------------|--------------------|-------------------|-------------------|
| <b>TRAFFIC &amp; PARKING COMMISSION</b>  |  |                   |                    |                   |                   |
| <b>Traffic &amp; Parking</b>   |  |                   |                    |                   |                   |
| 1. Manages and operates the on-street parking system of meters, etc.                           | Parking meters   | 1,575             | 1,514              | 1,580             | 1,693             |
| 2. Manages and operates the off-street parking system of garages and parking lots.             | Total number of off-street parking spaces                | 2,190             | 2,307              | 2,328             | 2,307             |
| 3. Enforce parking meters and other parking restrictions.                                      | Estimated parking tickets income                         | 900,000           | 1,146,000          | 900,000           | 1,250,000         |
| <b>FINANCE AND ADMINISTRATION</b>  |  |                   |                    |                   |                   |
| <b>GSD Staff Services</b>  |  |                   |                    |                   |                   |
| 1. Management of capital improvement funds and operating budget.                               | a. Active bond funds (number of business units) – USD    | 4 (17)            | 4 (24)             | 2 (17)            | 4 (21)            |
|  | b. Active bond funds (number of business units) - GSD    | 9 (49)            | 10 (55)            | 10 (58)           | 10 (21)           |
| <b>GSD Satellite Cities</b>  |  |                   |                    |                   |                   |
| 1. Provide maintenance support to satellite cities.  | Contracts - agreements                                   | 3                 | 3                  | 3                 | 3                 |
| <b>Chipper Service</b>   |  |                   |                    |                   |                   |
| 1. Residential brush collection by route and appointment in USD/GSD.                           | Tons of brush collected                                  | na                | na                 | na                | 20,000            |
| <b>Refuse Collection Support</b>   |  |                   |                    |                   |                   |
| <i>Metro Collection</i>  |  |                   |                    |                   |                   |
| 1. Collection of waste from residences within the USD.   | Weekly number of homes waste collected from              | na                | na                 | na                | 37,000            |
| <i>Contribution Collection</i>   |  |                   |                    |                   |                   |
| 1. Collection of waste from residences within the USD by private contractors.                  | Weekly number of homes waste collected from              | na                | na                 | na                | 90,000            |
| <i>Downtown Business Collection</i>  |  |                   |                    |                   |                   |
| 1. Day and night refuse collection service for downtown.                                       | Days and nights per week downtown serviced               | na                | na                 | na                | 6                 |
| <i>Residential Bulk Collection</i>   |  |                   |                    |                   |                   |
| 1. Collection of bulk items, such as furniture, from residences in the USD/GSD by appointment. | Number of appointment collections per residence per year | na                | na                 | na                | 2                 |

# 42 Public Works-Performance



| Objectives   | Performance Measures  | FY 2001 Budget | FY 2001 Actuals | FY 2002 Budget | FY 2003 Budget |
|--|---|----------------|-----------------|----------------|----------------|
| <i>Front Loader Collection</i>   |   |                |                 |                |                |
| 1. Dumpster collection at various sites in USD.  | Dumpsters collected per week                                | na             | na              | na             | 2,000          |
| <i>Dead Animal</i>   |   |                |                 |                |                |
| 1. Collection of dead animals in USD/GSD.  | Tons of dead animals collected                              | na             | na              | na             | 6,800          |
| <b>WASTE MANAGEMENT</b>  |   |                |                 |                |                |
| <b>Disposal</b>  |   |                |                 |                |                |
| <i>Thermal</i>   |   |                |                 |                |                |
| 1. Disposal of Metro's collected refuse by incineration in Thermal Plant.                | Tons of refuse disposed of                                  | na             | na              | na             | 161,000        |
| <i>Ash Management</i>  |   |                |                 |                |                |
| 1. Disposal of ash generated by incineration of refuse in the Thermal Plant.             | Tons of ash disposed of                                     | na             | na              | na             | 88,000         |
| <i>Construction &amp; Demolition Disposal</i>  |   |                |                 |                |                |
| 1. Disposal of construction and demolition debris.                                       | Tons disposed of  | na             | na              | na             | 7,800          |
| 2. Provide and maintain a quality and safe streets and roads system.                     | a. Roads maintained (miles)<br>b. Roads re-surfaced (miles) | 2,154<br>90    | 2,154<br>90     | 2,238<br>75    | 2,238<br>75    |
| <i>Bordeaux Gas</i>  |   |                |                 |                |                |
| 1. Collection of methane gas at Bordeaux Landfill.                                       | Revenue generated   | na             | na              | na             | 200,000        |
| <i>Metals</i>  |   |                |                 |                |                |
| 1. Residential collection of metal materials, such as stoves, by appointment in USD/GSD. | Collections per residence per year                          | na             | na              | na             | 2              |
| <i>Compost</i>   |   |                |                 |                |                |
| 1. Production of mulch for sale at Bordeaux Landfill by grinding wood waste.             | Tons produced   | na             | na              | na             | 22,000         |
| <i>Curb Leaf</i>   |   |                |                 |                |                |
| 1. Collection of leaves at residences in USD/GSD.  | Number of homes   | na             | na              | na             | 160,000        |
| <i>Tire Program</i>  |   |                |                 |                |                |
| 1. State funded tire-recycling program.  | Number of tires recycled                                    | na             | na              | na             | 500,000        |

# 42 Public Works-Performance



| Objectives  | Performance Measures                               | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|---|--|-------------------|--------------------|-------------------|-------------------|
| <b>Land Maintenance</b>   |  |                   |                    |                   |                   |
| 1. Maintenance of closed/active landfills by keeping grass low and having no exposed trash.                       | Number of violations                               | na                | na                 | na                | 0                 |
| <b>Recycling</b>  |  |                   |                    |                   |                   |
| <i>Downtown Business Recycling</i>  |  |                   |                    |                   |                   |
| 1. Collection of cardboard for recycling from downtown businesses.  | Tons of cardboard collected                        | na                | na                 | na                | 6,000             |
| <i>Curbside Recycling</i>   |  |                   |                    |                   |                   |
| 1. Residential recycling from residences within the USD.  | Number of homes recycling materials collected from | na                | na                 | na                | 130,000           |
| <i>Drop-Off Recycling</i>   |  |                   |                    |                   |                   |
| 1. Non-staffed recycling drop-off facilities within GSD/USD.  | Number of tons of recycling materials dropped-off  | na                | na                 | na                | 7,000             |
| <i>Convenient/Recycling Center</i>  |  |                   |                    |                   |                   |
| 1. Recycling and refuse drop-off facilities within GSD/USD staffed by Metro employees.                            | Tons of waste materials dropped-off at centers     | na                | na                 | na                | 14,127            |
| <b>OPERATIONS</b>   |  |                   |                    |                   |                   |
| <b>GSD</b>  |  |                   |                    |                   |                   |
| <b>Household Hazardous Waste</b>  |  |                   |                    |                   |                   |
| 1. Daily receipt of household hazardous material.   | Tons of household hazardous waste collected        | na                | na                 | na                | 60                |
| <b>Highway Safety Lights</b>  |  |                   |                    |                   |                   |
| 1. Provide lighting to various state highways, interstates, and intersections in the GSD.                         | Street lights                                      | 300               | 300                | 300               | 300               |
| <b>Street Lights</b>  |  |                   |                    |                   |                   |
| 1. Provides for street lighting for the various streets and roads within the USD.                                 | Number of street lights                            | na                | na                 | 49,700            | 50,000            |
| <b>Bridges</b>  |  |                   |                    |                   |                   |
| 1. Maintain safety and service ability of various viaducts, bridges, underpasses, culverts, and other structures. | Structures of 20 feet in length or more            | 352               | 352                | 360               | 360               |

## 42 Public Works-Performance



| Objectives   | Performance Measures                           | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|--|-------------------|--------------------|-------------------|-------------------|
| <b>Signals</b>   |  |                   |                    |                   |                   |
| 1. Install and maintain traffic signals, regulatory warning and advisory signals, and pavement markings. | a. Signs in Metro                              | 90,450            | 90,500             | 90,550            | 91,000            |
|  | b. Miles of pavement markings                  | 1,820             | 1,820              | 1,820             | 2,150             |
|  | c. Signalized locations                        | 827               | 799                | 799               | 815               |
| <b>Street Clean</b>  |  |                   |                    |                   |                   |
| 1. Sweeping and cleaning of streets and roads within the USD.  | Miles (approximate) of streets and roads swept | 3,000             | 3,000              | 3,000             | 3,000             |
| <b>Equipment (will no longer be a part of Public Works 10/01/02)</b>                                     |  |                   |                    |                   |                   |
| 1. Manage and maintain Public Works' fleet of vehicles and equipment.                                    | Public Works equipment                         | 553               | 553                | 553               | 553               |

# 42 Public Works-Financial



## Public Works GSD General Fund

| EXPENSE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>OPERATING EXPENSE:</b>                        |                   |                    |                   |                   |
| <b>PERSONAL SERVICES:</b>                        |                   |                    |                   |                   |
| Salary Expense                                   | 12,096,523        | 11,571,038         | 12,588,978        | 13,325,011        |
| Fringe Benefits                                  | 3,323,522         | 3,317,320          | 3,300,039         | 3,313,834         |
| Per Diem & Other Fees                            | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL PERSONAL SERVICES</b>                   | <b>15,420,045</b> | <b>14,888,358</b>  | <b>15,889,017</b> | <b>16,638,845</b> |
| <b>OTHER SERVICES:</b>                           |                   |                    |                   |                   |
| Utilities  | 585,256           | 606,862            | 631,129           | 628,016           |
| Professional Services                            | 864,689           | 371,996            | 657,368           | 35,400            |
| Purchased Services                               | 198,906           | 763,286            | 1,096,531         | 1,089,406         |
| Travel   | 36,877            | 7,569              | 34,502            | 30,377            |
| Communications                                   | 1,660             | (141)              | 1,598             | 1,410             |
| Printing   | 12,803            | 7,211              | 12,053            | 9,803             |
| Advertising & Promotion                          | 10,900            | 24,324             | 13,150            | 10,900            |
| Subscriptions                                    | 7,650             | 245                | 4,650             | 1,650             |
| Tuition, Reg., & Membership Dues                 | 37,756            | 53,018             | 37,506            | 36,756            |
| Repairs & Maintenance Services                   | 5,446,273         | 5,103,981          | 6,042,235         | 1,524,985         |
| Internal Service Fees                            | 995,734           | 972,722            | 1,259,407         | 81,050            |
| <b>TOTAL OTHER SERVICES</b>                      | <b>8,198,504</b>  | <b>7,911,073</b>   | <b>9,790,129</b>  | <b>3,449,753</b>  |
| <b>OTHER EXPENSE:</b>                            |                   |                    |                   |                   |
| Supplies and Materials                           | 2,620,310         | 2,026,939          | 2,711,186         | 2,686,132         |
| Misc. Other Expenses & Payments                  | 0                 | 0                  | 0                 | 0                 |
| Fixed Charges                                    | 290,485           | 97,968             | 278,711           | 231,388           |
| Licenses, Permits, & Fees                        | 10,549            | 16,700             | 8,299             | 1,549             |
| Taxes  | 0                 | 6,400              | 4,000             | 4,000             |
| Grant Contributions & Awards                     | 195,322           | 193,869            | 223,322           | 223,322           |
| <b>TOTAL OTHER EXPENSE</b>                       | <b>3,116,666</b>  | <b>2,341,876</b>   | <b>3,225,518</b>  | <b>3,146,391</b>  |
| <b>PENSION, ANNUITY, DEBT, &amp; OTHER COSTS</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>EQUIPMENT, BUILDINGS, &amp; LAND</b>          | <b>36,439</b>     | <b>220,107</b>     | <b>30,750</b>     | <b>15,000</b>     |
| <b>SPECIAL PROJECTS</b>                          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL OPERATING EXPENSE</b>                   | <b>26,771,654</b> | <b>25,361,414</b>  | <b>28,935,414</b> | <b>23,249,989</b> |
| <b>TRANSFERS TO OTHER FUNDS &amp; UNITS:</b>     | <b>13,613,836</b> | <b>13,334,590</b>  | <b>15,334,258</b> | <b>19,130,753</b> |
| <b>TOTAL EXPENSE AND TRANSFERS</b>               | <b>40,385,490</b> | <b>38,696,004</b>  | <b>44,269,672</b> | <b>42,380,742</b> |

# 42 Public Works-Financial



## Public Works GSD General Fund

|  | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>REVENUE AND TRANSFERS</b>                     |                   |                    |                   |                   |
| <b>PROGRAM REVENUE:</b>                          |                   |                    |                   |                   |
| <b>Charges, Commissions, &amp; Fees</b>          |                   |                    |                   |                   |
| Charges For Current Services                     | 2,496,537         | 1,287,157          | 1,209,400         | 2,175,650         |
| Commissions and Fees                             | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Charges, Commissions, &amp; Fees</b> | <b>2,496,537</b>  | <b>1,287,157</b>   | <b>1,209,400</b>  | <b>2,175,650</b>  |
| <b>Other Governments &amp; Agencies</b>          |                   |                    |                   |                   |
| Federal Direct                                   | 0                 | 0                  | 0                 | 0                 |
| Federal Through State                            | 0                 | 0                  | 0                 | 0                 |
| Federal Through Other Pass-Through               | 0                 | 0                  | 0                 | 0                 |
| State Direct                                     | 0                 | 0                  | 0                 | 0                 |
| Other Government Agencies                        | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Governments &amp; Agencies</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>Other Program Revenue</b>                     |                   |                    |                   |                   |
| Contributions and Gifts                          | 0                 | 0                  | 0                 | 0                 |
| Miscellaneous Revenue                            | 0                 | 500                | 0                 | 0                 |
| Use of Money or Property                         | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Program Revenue</b>            | <b>0</b>          | <b>500</b>         | <b>0</b>          | <b>0</b>          |
| <b>TOTAL PROGRAM REVENUE</b>                     | <b>2,496,537</b>  | <b>1,287,657</b>   | <b>1,209,400</b>  | <b>2,175,650</b>  |
| <b>NON-PROGRAM REVENUE:</b>                      |                   |                    |                   |                   |
| Property Taxes                                   | 0                 | 0                  | 0                 | 0                 |
| Local Option Sales Tax                           | 0                 | 0                  | 0                 | 0                 |
| Other Taxes, Licenses, & Permits                 | 442,050           | 195,875            | 332,750           | 196,500           |
| Fines, Forfeits, & Penalties                     | 0                 | 0                  | 0                 | 0                 |
| Compensation From Property                       | 0                 | 257                | 0                 | 0                 |
| <b>TOTAL NON-PROGRAM REVENUE</b>                 | <b>442,050</b>    | <b>196,132</b>     | <b>332,750</b>    | <b>196,500</b>    |
| <b>TRANSFERS FROM OTHER FUNDS AND UNITS:</b>     | <b>625,044</b>    | <b>685,719</b>     | <b>69,044</b>     | <b>4,290</b>      |
| <b>TOTAL REVENUE AND TRANSFERS</b>               | <b>3,563,631</b>  | <b>2,169,508</b>   | <b>1,611,194</b>  | <b>2,376,440</b>  |

# 42 Public Works-Financial



## Public Works USD General Fund

| EXPENSE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>OPERATING EXPENSE:</b>                        |                   |                    |                   |                   |
| <b>PERSONAL SERVICES:</b>                        |                   |                    |                   |                   |
| Salary Expense                                   | 948,928           | 1,052,968          | 999,098           | 1,020,570         |
| Fringe Benefits                                  | 256,797           | 335,942            | 262,010           | 260,702           |
| Per Diem & Other Fees                            | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL PERSONAL SERVICES</b>                   | <b>1,205,725</b>  | <b>1,388,910</b>   | <b>1,261,108</b>  | <b>1,281,272</b>  |
| <b>OTHER SERVICES:</b>                           |                   |                    |                   |                   |
| Utilities  | 3,782,251         | 3,651,880          | 4,050,251         | 4,050,251         |
| Professional Services                            | 200               | 0                  | 200               | 200               |
| Purchased Services                               | 27,000            | 118,307            | 901,570           | 900,986           |
| Travel   | 0                 | 0                  | 0                 | 0                 |
| Communications                                   | 0                 | 0                  | 0                 | 0                 |
| Printing   | 0                 | 0                  | 0                 | 0                 |
| Advertising & Promotion                          | 0                 | 0                  | 0                 | 0                 |
| Subscriptions                                    | 0                 | 0                  | 0                 | 0                 |
| Tuition, Reg., & Membership Dues                 | 0                 | 0                  | 0                 | 0                 |
| Repairs & Maintenance Services                   | 641,764           | 362,284            | 0                 | 0                 |
| Internal Service Fees                            | 0                 | 2,274              | 36,000            | (342,237)         |
| <b>TOTAL OTHER SERVICES</b>                      | <b>4,451,215</b>  | <b>4,134,745</b>   | <b>4,988,021</b>  | <b>4,609,200</b>  |
| <b>OTHER EXPENSE:</b>                            |                   |                    |                   |                   |
| Supplies and Materials                           | 3,000             | 1,638              | 3,000             | 3,000             |
| Misc. Other Expenses & Payments                  | 0                 | 0                  | 0                 | 0                 |
| Fixed Charges                                    | 20                | 0                  | 20                | 20                |
| Licenses, Permits, & Fees                        | 0                 | 0                  | 0                 | 0                 |
| Taxes  | 0                 | 0                  | 0                 | 0                 |
| Grant Contributions & Awards                     | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL OTHER EXPENSE</b>                       | <b>3,020</b>      | <b>1,638</b>       | <b>3,020</b>      | <b>3,020</b>      |
| <b>PENSION, ANNUITY, DEBT, &amp; OTHER COSTS</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>EQUIPMENT, BUILDINGS, &amp; LAND</b>          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>SPECIAL PROJECTS</b>                          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL OPERATING EXPENSE</b>                   | <b>5,659,960</b>  | <b>5,525,293</b>   | <b>6,252,149</b>  | <b>5,893,492</b>  |
| <b>TRANSFERS TO OTHER FUNDS &amp; UNITS:</b>     | <b>9,141,749</b>  | <b>9,141,749</b>   | <b>10,237,735</b> | <b>11,208,854</b> |
| <b>TOTAL EXPENSE AND TRANSFERS</b>               | <b>14,801,709</b> | <b>14,667,042</b>  | <b>16,489,884</b> | <b>17,102,346</b> |

# 42 Public Works-Financial



## Public Works USD General Fund

|  | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>REVENUE AND TRANSFERS</b>                     |                   |                    |                   |                   |
| <b>PROGRAM REVENUE:</b>                          |                   |                    |                   |                   |
| <b>Charges, Commissions, &amp; Fees</b>          |                   |                    |                   |                   |
| Charges For Current Services                     | 16,874            | 18,530             | 18,390            | 19,000            |
| Commissions and Fees                             | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Charges, Commissions, &amp; Fees</b> | <b>16,874</b>     | <b>18,530</b>      | <b>18,390</b>     | <b>19,000</b>     |
| <b>Other Governments &amp; Agencies</b>          |                   |                    |                   |                   |
| Federal Direct                                   | 0                 | 0                  | 0                 | 0                 |
| Federal Through State                            | 0                 | 0                  | 0                 | 0                 |
| Federal Through Other Pass-Through               | 0                 | 0                  | 0                 | 0                 |
| State Direct                                     | 0                 | 0                  | 0                 | 0                 |
| Other Government Agencies                        | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Governments &amp; Agencies</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>Other Program Revenue</b>                     |                   |                    |                   |                   |
| Contributions and Gifts                          | 0                 | 0                  | 0                 | 0                 |
| Miscellaneous Revenue                            | 0                 | 0                  | 0                 | 0                 |
| Use of Money or Property                         | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Program Revenue</b>            | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL PROGRAM REVENUE</b>                     | <b>16,874</b>     | <b>18,530</b>      | <b>18,390</b>     | <b>19,000</b>     |
| <b>NON-PROGRAM REVENUE:</b>                      |                   |                    |                   |                   |
| Property Taxes                                   | 0                 | 0                  | 0                 | 0                 |
| Local Option Sales Tax                           | 0                 | 0                  | 0                 | 0                 |
| Other Taxes, Licenses, & Permits                 | 0                 | 0                  | 0                 | 0                 |
| Fines, Forfeits, & Penalties                     | 0                 | 0                  | 0                 | 0                 |
| Compensation From Property                       | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL NON-PROGRAM REVENUE</b>                 | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TRANSFERS FROM OTHER FUNDS AND UNITS:</b>     | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL REVENUE AND TRANSFERS</b>               | <b>16,874</b>     | <b>18,530</b>      | <b>18,390</b>     | <b>19,000</b>     |



# 42 Public Works-Financial



## Public Works Solid Waste Operations

| EXPENSE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>OPERATING EXPENSE:</b>                        |                   |                    |                   |                   |
| <b>PERSONAL SERVICES:</b>                        |                   |                    |                   |                   |
| Salary Expense                                   | 2,675,784         | 2,518,319          | 3,668,800         | 3,987,198         |
| Fringe Benefits                                  | 871,951           | 718,151            | 867,822           | 920,772           |
| Per Diem & Other Fees                            | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL PERSONAL SERVICES</b>                   | <b>3,547,735</b>  | <b>3,236,470</b>   | <b>4,536,622</b>  | <b>4,907,970</b>  |
| <b>OTHER SERVICES:</b>                           |                   |                    |                   |                   |
| Utilities  | 8,000             | 139,421            | 11,773            | 350,877           |
| Professional Services                            | 2,020,360         | 2,994,123          | 1,029,608         | 10,973,163        |
| Purchased Services                               | 10,869,117        | 10,799,588         | 14,092,990        | 5,545,004         |
| Travel   | 15,127            | 10,548             | 5,000             | 11,150            |
| Communications                                   | 48,026            | 320                | 0                 | 2,000             |
| Printing   | 85,351            | 2,418              | 0                 | 0                 |
| Advertising & Promotion                          | 51,010            | 55,976             | 483,786           | 803,000           |
| Subscriptions                                    | 0                 | 0                  | 0                 | 0                 |
| Tuition, Reg., & Membership Dues                 | 596               | 2,901              | 20,000            | 20,000            |
| Repairs & Maintenance Services                   | 63,540            | 314,615            | 23,197            | 341,429           |
| Internal Service Fees                            | 54,025            | 52,246             | 58,346            | 559,305           |
| <b>TOTAL OTHER SERVICES</b>                      | <b>13,215,152</b> | <b>14,372,156</b>  | <b>15,724,700</b> | <b>18,605,928</b> |
| <b>OTHER EXPENSE:</b>                            |                   |                    |                   |                   |
| Supplies and Materials                           | 29,779            | 209,679            | 129,834           | 402,280           |
| Misc. Other Expenses & Payments                  | 0                 | 0                  | 0                 | 0                 |
| Fixed Charges                                    | 9,000             | 237,504            | 28,067            | 51,505            |
| Licenses, Permits, & Fees                        | 900               | 3,108              | 1,649             | 1,559             |
| Taxes  | 0                 | 0                  | 0                 | 0                 |
| Grant Contributions & Awards                     | 225,050           | 195,038            | 212,526           | 338,875           |
| <b>TOTAL OTHER EXPENSE</b>                       | <b>264,729</b>    | <b>645,329</b>     | <b>372,076</b>    | <b>794,219</b>    |
| <b>PENSION, ANNUITY, DEBT, &amp; OTHER COSTS</b> | <b>0</b>          | <b>0</b>           | <b>402,722</b>    | <b>0</b>          |
| <b>EQUIPMENT, BUILDINGS, &amp; LAND</b>          | <b>212,597</b>    | <b>37,186</b>      | <b>0</b>          | <b>0</b>          |
| <b>SPECIAL PROJECTS</b>                          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL OPERATING EXPENSE</b>                   | <b>17,240,213</b> | <b>18,291,141</b>  | <b>21,036,120</b> | <b>24,308,117</b> |
| <b>TRANSFERS TO OTHER FUNDS &amp; UNITS:</b>     | <b>11,725,347</b> | <b>11,503,101</b>  | <b>11,159,647</b> | <b>8,689,324</b>  |
| <b>TOTAL EXPENSE AND TRANSFERS</b>               | <b>28,965,560</b> | <b>29,794,242</b>  | <b>32,195,767</b> | <b>32,997,441</b> |

# 42 Public Works-Financial



## Public Works Solid Waste Operations

|  | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>REVENUE AND TRANSFERS</b>                     |                   |                    |                   |                   |
| <b>PROGRAM REVENUE:</b>                          |                   |                    |                   |                   |
| <b>Charges, Commissions, &amp; Fees</b>          |                   |                    |                   |                   |
| Charges For Current Services                     | 4,756,743         | 5,413,811          | 6,558,499         | 2,488,266         |
| Commissions and Fees                             | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Charges, Commissions, &amp; Fees</b> | <b>4,756,743</b>  | <b>5,413,811</b>   | <b>6,558,499</b>  | <b>2,488,266</b>  |
| <b>Other Governments &amp; Agencies</b>          |                   |                    |                   |                   |
| Federal Direct                                   | 102,000           | 0                  | 0                 | 0                 |
| Federal Through State                            | 0                 | 0                  | 0                 | 0                 |
| Federal Through Other Pass-Through               | 0                 | 0                  | 0                 | 0                 |
| State Direct                                     | 0                 | 0                  | 0                 | 0                 |
| Other Government Agencies                        | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Governments &amp; Agencies</b> | <b>102,000</b>    | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>Other Program Revenue</b>                     |                   |                    |                   |                   |
| Contributions and Gifts                          | 0                 | 0                  | 0                 | 0                 |
| Miscellaneous Revenue                            | 0                 | 67,363             | 130,275           | 104,328           |
| Use of Money or Property                         | 0                 | 336,888            | 0                 | 25,240            |
| <b>Subtotal Other Program Revenue</b>            | <b>0</b>          | <b>404,251</b>     | <b>130,275</b>    | <b>129,568</b>    |
| <b>TOTAL PROGRAM REVENUE</b>                     | <b>4,858,743</b>  | <b>5,818,062</b>   | <b>6,688,774</b>  | <b>2,617,834</b>  |
| <b>NON-PROGRAM REVENUE:</b>                      |                   |                    |                   |                   |
| Property Taxes                                   | 0                 | 0                  | 0                 | 0                 |
| Local Option Sales Tax                           | 0                 | 0                  | 0                 | 0                 |
| Other Taxes, Licenses, & Permits                 | 0                 | 0                  | 0                 | 0                 |
| Fines, Forfeits, & Penalties                     | 0                 | 0                  | 0                 | 0                 |
| Compensation From Property                       | 0                 | 219,975            | 0                 | 40,000            |
| <b>TOTAL NON-PROGRAM REVENUE</b>                 | <b>0</b>          | <b>219,975</b>     | <b>0</b>          | <b>40,000</b>     |
| <b>TRANSFERS FROM OTHER FUNDS AND UNITS:</b>     | <b>22,690,585</b> | <b>22,446,171</b>  | <b>25,506,993</b> | <b>30,339,607</b> |
| <b>TOTAL REVENUE AND TRANSFERS</b>               | <b>27,549,328</b> | <b>28,484,208</b>  | <b>32,195,767</b> | <b>32,997,441</b> |

# 42 Public Works-Financial



## Publics Works Public Works Sidewalk

| EXPENSE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>OPERATING EXPENSE:</b>                        |                   |                    |                   |                   |
| <b>PERSONAL SERVICES:</b>                        |                   |                    |                   |                   |
| Salary Expense                                   | 0                 | 0                  | 0                 | 0                 |
| Fringe Benefits                                  | 0                 | 0                  | 0                 | 0                 |
| Per Diem & Other Fees                            | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL PERSONAL SERVICES</b>                   | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>OTHER SERVICES:</b>                           |                   |                    |                   |                   |
| Utilities  | 0                 | 0                  | 0                 | 0                 |
| Professional Services                            | 0                 | 0                  | 0                 | 0                 |
| Purchased Services                               | 0                 | 0                  | 0                 | 0                 |
| Travel   | 0                 | 0                  | 0                 | 0                 |
| Communications                                   | 0                 | 0                  | 0                 | 0                 |
| Printing   | 0                 | 0                  | 0                 | 0                 |
| Advertising & Promotion                          | 0                 | 0                  | 0                 | 0                 |
| Subscriptions                                    | 0                 | 0                  | 0                 | 0                 |
| Tuition, Reg., & Membership Dues                 | 0                 | 0                  | 0                 | 0                 |
| Repairs & Maintenance Services                   | 0                 | 0                  | 0                 | 0                 |
| Internal Service Fees                            | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL OTHER SERVICES</b>                      | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>OTHER EXPENSE:</b>                            |                   |                    |                   |                   |
| Supplies and Materials                           | 0                 | 0                  | 0                 | 0                 |
| Misc. Other Expenses & Payments                  | 0                 | 0                  | 0                 | 0                 |
| Fixed Charges                                    | 0                 | 0                  | 0                 | 0                 |
| Licenses, Permits, & Fees                        | 0                 | 0                  | 0                 | 0                 |
| Taxes  | 0                 | 0                  | 0                 | 0                 |
| Grant Contributions & Awards                     | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL OTHER EXPENSE</b>                       | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>PENSION, ANNUITY, DEBT, &amp; OTHER COSTS</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>EQUIPMENT, BUILDINGS, &amp; LAND</b>          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>500,000</b>    |
| <b>SPECIAL PROJECTS</b>                          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL OPERATING EXPENSE</b>                   | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>500,000</b>    |
| <b>TRANSFERS TO OTHER FUNDS &amp; UNITS:</b>     | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL EXPENSE AND TRANSFERS</b>               | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>500,000</b>    |

# 42 Public Works-Financial



## Public Works Public Works Sidewalk

|  | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>REVENUE AND TRANSFERS</b>                     |                   |                    |                   |                   |
| <b>PROGRAM REVENUE:</b>                          |                   |                    |                   |                   |
| <b>Charges, Commissions, &amp; Fees</b>          |                   |                    |                   |                   |
| Charges For Current Services                     | 0                 | 0                  | 0                 | 0                 |
| Commissions and Fees                             | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Charges, Commissions, &amp; Fees</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>Other Governments &amp; Agencies</b>          |                   |                    |                   |                   |
| Federal Direct                                   | 0                 | 0                  | 0                 | 0                 |
| Federal Through State                            | 0                 | 0                  | 0                 | 0                 |
| Federal Through Other Pass-Through               | 0                 | 0                  | 0                 | 0                 |
| State Direct                                     | 0                 | 0                  | 0                 | 0                 |
| Other Government Agencies                        | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Governments &amp; Agencies</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>Other Program Revenue</b>                     |                   |                    |                   |                   |
| Contributions and Gifts                          | 0                 | 191,650            | (191,650)         | 0                 |
| Miscellaneous Revenue                            | 0                 | 0                  | 0                 | 0                 |
| Use of Money or Property                         | 0                 | 1,509              | (1,509)           | 0                 |
| <b>Subtotal Other Program Revenue</b>            | <b>0</b>          | <b>193,159</b>     | <b>(193,159)</b>  | <b>0</b>          |
| <b>TOTAL PROGRAM REVENUE</b>                     | <b>0</b>          | <b>193,159</b>     | <b>(193,159)</b>  | <b>0</b>          |
| <b>NON-PROGRAM REVENUE:</b>                      |                   |                    |                   |                   |
| Property Taxes                                   | 0                 | 0                  | 0                 | 0                 |
| Local Option Sales Tax                           | 0                 | 0                  | 0                 | 0                 |
| Other Taxes, Licenses, & Permits                 | 0                 | 0                  | 0                 | 0                 |
| Fines, Forfeits, & Penalties                     | 0                 | 0                  | 0                 | 0                 |
| Compensation From Property                       | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL NON-PROGRAM REVENUE</b>                 | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TRANSFERS FROM OTHER FUNDS AND UNITS:</b>     | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL REVENUE AND TRANSFERS</b>               | <b>0</b>          | <b>193,159</b>     | <b>(193,159)</b>  | <b>0</b>          |

# 42 Public Works-Financial



## Public Works Other Special Funds

| EXPENSE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>OPERATING EXPENSE:</b>                        |                   |                    |                   |                   |
| <b>PERSONAL SERVICES:</b>                        |                   |                    |                   |                   |
| Salary Expense                                   | 0                 | 0                  | 0                 | 0                 |
| Fringe Benefits                                  | 0                 | 0                  | 0                 | 0                 |
| Per Diem & Other Fees                            | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL PERSONAL SERVICES</b>                   | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>OTHER SERVICES:</b>                           |                   |                    |                   |                   |
| Utilities  | 0                 | 0                  | 0                 | 0                 |
| Professional Services                            | 0                 | 758,891            | 0                 | 0                 |
| Purchased Services                               | 0                 | 329,026            | 0                 | 0                 |
| Travel   | 0                 | 0                  | 0                 | 0                 |
| Communications                                   | 0                 | 0                  | 0                 | 0                 |
| Printing   | 0                 | 0                  | 0                 | 0                 |
| Advertising & Promotion                          | 0                 | 0                  | 0                 | 0                 |
| Subscriptions                                    | 0                 | 0                  | 0                 | 0                 |
| Tuition, Reg., & Membership Dues                 | 0                 | 0                  | 0                 | 0                 |
| Repairs & Maintenance Services                   | 0                 | 0                  | 0                 | 0                 |
| Internal Service Fees                            | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL OTHER SERVICES</b>                      | <b>0</b>          | <b>1,087,917</b>   | <b>0</b>          | <b>0</b>          |
| <b>OTHER EXPENSE:</b>                            |                   |                    |                   |                   |
| Supplies and Materials                           | 0                 | 0                  | 0                 | 0                 |
| Misc. Other Expenses & Payments                  | 0                 | 0                  | 0                 | 0                 |
| Fixed Charges                                    | 0                 | 676                | 0                 | 0                 |
| Licenses, Permits, & Fees                        | 0                 | 0                  | 0                 | 0                 |
| Taxes  | 0                 | 0                  | 0                 | 0                 |
| Grant Contributions & Awards                     | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL OTHER EXPENSE</b>                       | <b>0</b>          | <b>676</b>         | <b>0</b>          | <b>0</b>          |
| <b>PENSION, ANNUITY, DEBT, &amp; OTHER COSTS</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>EQUIPMENT, BUILDINGS, &amp; LAND</b>          | <b>0</b>          | <b>93,354</b>      | <b>0</b>          | <b>0</b>          |
| <b>SPECIAL PROJECTS</b>                          | <b>1,202,691</b>  | <b>0</b>           | <b>352,046</b>    | <b>352,046</b>    |
| <b>TOTAL OPERATING EXPENSE</b>                   | <b>1,202,691</b>  | <b>1,181,947</b>   | <b>352,046</b>    | <b>352,046</b>    |
| <b>TRANSFERS TO OTHER FUNDS &amp; UNITS:</b>     | <b>0</b>          | <b>36,282</b>      | <b>0</b>          | <b>0</b>          |
| <b>TOTAL EXPENSE AND TRANSFERS</b>               | <b>1,202,691</b>  | <b>1,218,229</b>   | <b>352,046</b>    | <b>352,046</b>    |

# 42 Public Works-Financial



## Public Works Other Special Funds

|  | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>REVENUE AND TRANSFERS</b>                     |                   |                    |                   |                   |
| <b>PROGRAM REVENUE:</b>                          |                   |                    |                   |                   |
| <b>Charges, Commissions, &amp; Fees</b>          |                   |                    |                   |                   |
| Charges For Current Services                     | 0                 | 1,600              | 0                 | 0                 |
| Commissions and Fees                             | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Charges, Commissions, &amp; Fees</b> | <b>0</b>          | <b>1,600</b>       | <b>0</b>          | <b>0</b>          |
| <b>Other Governments &amp; Agencies</b>          |                   |                    |                   |                   |
| Federal Direct                                   | 0                 | 0                  | 0                 | 0                 |
| Federal Through State                            | 0                 | 187,371            | 0                 | 0                 |
| Federal Through Other Pass-Through               | 0                 | 0                  | 0                 | 0                 |
| State Direct                                     | 0                 | 113,304            | 0                 | 0                 |
| Other Government Agencies                        | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Governments &amp; Agencies</b> | <b>0</b>          | <b>300,675</b>     | <b>0</b>          | <b>0</b>          |
| <b>Other Program Revenue</b>                     |                   |                    |                   |                   |
| Contributions and Gifts                          | 0                 | 0                  | 0                 | 0                 |
| Miscellaneous Revenue                            | 0                 | 0                  | 0                 | 0                 |
| Use of Money or Property                         | 0                 | 35,952             | 0                 | 0                 |
| <b>Subtotal Other Program Revenue</b>            | <b>0</b>          | <b>35,952</b>      | <b>0</b>          | <b>0</b>          |
| <b>TOTAL PROGRAM REVENUE</b>                     | <b>0</b>          | <b>338,227</b>     | <b>0</b>          | <b>0</b>          |
| <b>NON-PROGRAM REVENUE:</b>                      |                   |                    |                   |                   |
| Property Taxes                                   | 0                 | 0                  | 0                 | 0                 |
| Local Option Sales Tax                           | 0                 | 0                  | 0                 | 0                 |
| Other Taxes, Licenses, & Permits                 | 0                 | 0                  | 0                 | 0                 |
| Fines, Forfeits, & Penalties                     | 0                 | 0                  | 0                 | 0                 |
| Compensation From Property                       | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL NON-PROGRAM REVENUE</b>                 | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TRANSFERS FROM OTHER FUNDS AND UNITS:</b>     | <b>0</b>          | <b>1,006</b>       | <b>0</b>          | <b>0</b>          |
| <b>TOTAL REVENUE AND TRANSFERS</b>               | <b>0</b>          | <b>339,233</b>     | <b>0</b>          | <b>0</b>          |

# 42 Public Works-Financial



**Reminder:** Some classifications were deleted and new classifications (class number 10000 and above) were added to implement the 2002 Reclassification Study & Pay Plan. Many of the class changes from FY 2001 to FY 2002 were due to implementing that Study.

|                                    | Class | Grade | FY 2001   |          | FY 2002   |          | FY 2003   |          |
|------------------------------------|-------|-------|-----------|----------|-----------|----------|-----------|----------|
|                                    |       |       | Bud. Pos. | Bud. FTE | Bud. Pos. | Bud. FTE | Bud. Pos. | Bud. FTE |
| 42 Public Works - GSD Fund 10101   |       |       |           |          |           |          |           |          |
| Account Clerk 2                    | 04370 | GS04  | 1         | 1.0      | 2         | 2.0      | 0         | 0.0      |
| Account Clerk 3                    | 03730 | GS05  | 2         | 2.0      | 2         | 2.0      | 0         | 0.0      |
| Accountant 3                       | 07238 | GS09  | 3         | 2.0      | 4         | 4.0      | 0         | 0.0      |
| Accounting Associate               | 06105 | GS06  | 2         | 2.0      | 2         | 2.0      | 0         | 0.0      |
| Admin Services Officer 3           | 07244 | SR10  | 1         | 1.0      | 1         | 1.0      | 1         | 1.0      |
| Administrative Assistant           | 07241 | SR09  | 4         | 4.0      | 4         | 4.0      | 4         | 4.0      |
| Administrative Assistant 1         | 07240 | GS06  | 3         | 2.5      | 1         | 1.0      | 0         | 0.0      |
| Administrative Specialist          | 07720 | SR11  | 2         | 2.0      | 3         | 3.0      | 2         | 2.0      |
| Blaster                            | 03710 | TG07  | 1         | 1.0      | 1         | 1.0      | 1         | 1.0      |
| Bldg Maintenance Mech              | 02220 | WG07  | 1         | 1.0      | 0         | 0.0      | 0         | 0.0      |
| CAD/GIS Analyst 1                  | 07729 | SR09  | 0         | 0.0      | 1         | 1.0      | 1         | 1.0      |
| CAD/GIS Analyst 2                  | 07730 | SR10  | 1         | 1.0      | 1         | 1.0      | 1         | 1.0      |
| Carpenter 2                        | 00970 | TL10  | 1         | 1.0      | 1         | 1.0      | 1         | 1.0      |
| Compliance Inspector 1             | 07731 | SR07  | 0         | 0.0      | 0         | 0.0      | 6         | 6.0      |
| Compliance Inspector 3             | 07733 | SR10  | 3         | 3.0      | 3         | 3.0      | 3         | 3.0      |
| Contract Administrator             | 07734 | SR14  | 1         | 1.0      | 1         | 1.0      | 1         | 1.0      |
| Correctional Officer 1             | 06982 | GS05  | 6         | 6.0      | 10        | 10.0     | 0         | 0.0      |
| Cust Svc Mgr                       | 00746 | SR14  | 0         | 0.0      | 0         | 0.0      | 1         | 0.5      |
| Customer Service Asst Supv         | 07281 | GS07  | 1         | 1.0      | 1         | 1.0      | 0         | 0.0      |
| Customer Service Rep 1             | 07283 | GS03  | 1         | 1.0      | 0         | 0.0      | 0         | 0.0      |
| Customer Service Rep 2             | 06855 | GS04  | 2         | 2.0      | 4         | 4.0      | 1         | 1.0      |
| Customer Service Rep 3             | 07284 | GS05  | 2         | 2.0      | 2         | 2.0      | 0         | 0.0      |
| Electrical Inspector 2             | 07290 | SR10  | 0         | 0.0      | 0         | 0.0      | 1         | 1.0      |
| Engineer 1                         | 07294 | SR12  | 8         | 8.0      | 7         | 7.0      | 9         | 9.0      |
| Engineer 2                         | 07295 | SR13  | 4         | 4.0      | 5         | 5.0      | 4         | 4.0      |
| Engineer 3                         | 06606 | SR14  | 3         | 3.0      | 4         | 4.0      | 3         | 3.0      |
| Engineer In Training               | 07296 | SR10  | 3         | 3.0      | 4         | 4.0      | 1         | 1.0      |
| Engineering Aide 2                 | 06098 | SR05  | 2         | 2.0      | 2         | 2.0      | 1         | 1.0      |
| Engineering Technician 1           | 07298 | SR06  | 2         | 2.0      | 2         | 2.0      | 2         | 2.0      |
| Engineering Technician 2           | 07299 | SR08  | 7         | 7.0      | 8         | 8.0      | 4         | 4.0      |
| Engineering Technician 3           | 07300 | SR10  | 21        | 21.0     | 28        | 28.0     | 14        | 14.0     |
| Equip & Supply Clerk 3             | 03027 | SR07  | 1         | 1.0      | 1         | 1.0      | 1         | 1.0      |
| Equip Shop Supervisor              | 01920 | TS12  | 4         | 4.0      | 4         | 4.0      | 4         | 4.0      |
| Equipment And Supply Clerk 1       | 05010 | SR04  | 0         | 0.0      | 1         | 1.0      | 2         | 2.0      |
| Equipment And Supply Clerk 2       | 03440 | SR06  | 3         | 2.5      | 3         | 3.0      | 2         | 2.0      |
| Equipment Inventory Assistant 2    | 07301 | SR07  | 2         | 1.5      | 2         | 2.0      | 2         | 2.0      |
| Equipment Mechanic                 | 01880 | TG11  | 26        | 26.0     | 25        | 25.0     | 25        | 25.0     |
| Equipment Mechanic-Certified       | 07302 | TG12  | 1         | 1.0      | 1         | 1.0      | 1         | 1.0      |
| Equipment Operator 1               | 06826 | TG05  | 11        | 11.0     | 12        | 12.0     | 15        | 15.0     |
| Equipment Operator 2               | 06827 | TG07  | 31        | 31.0     | 34        | 34.0     | 32        | 32.0     |
| Equipment Operator 3               | 07303 | TG08  | 27        | 27.0     | 24        | 24.0     | 25        | 25.0     |
| Equipment Servicer                 | 07304 | TG05  | 1         | 1.0      | 1         | 1.0      | 1         | 1.0      |
| Finance Manager                    | 06232 | SR14  | 0         | 0.0      | 0         | 0.0      | 1         | 1.0      |
| Finance Officer 2                  | 10151 | SR10  | 0         | 0.0      | 0         | 0.0      | 3         | 2.5      |
| Fleet Manager-Heavy Equipment      | 07311 | SR13  | 1         | 1.0      | 1         | 1.0      | 1         | 1.0      |
| Human Resources Analyst 3          | 06874 | SR12  | 0         | 0.0      | 0         | 0.0      | 1         | 1.0      |
| Human Resources Manager            | 06531 | SR14  | 1         | 1.0      | 1         | 1.0      | 1         | 1.0      |
| Info Systems Analyst 2             | 07780 | SR11  | 1         | 1.0      | 1         | 1.0      | 1         | 1.0      |
| Info Systems Technician 2          | 07785 | SR09  | 1         | 1.0      | 1         | 1.0      | 1         | 1.0      |
| Machinist                          | 02955 | WG10  | 1         | 1.0      | 1         | 1.0      | 0         | 0.0      |
| Maint & Repair District Supervisor | 07324 | TS11  | 3         | 3.0      | 3         | 3.0      | 3         | 3.0      |
| Maint & Repair Leader 1            | 07325 | TL07  | 19        | 19.0     | 19        | 19.0     | 17        | 17.0     |
| Maint & Repair Leader 2            | 07326 | TL09  | 12        | 12.0     | 12        | 12.0     | 10        | 10.0     |
| Maint & Repair Supervisor          | 07327 | TS08  | 3         | 3.0      | 3         | 3.0      | 4         | 4.0      |

# 42 Public Works-Financial



|   |              |      | FY 2001          |                 | FY 2002          |                 | FY 2003          |                 |
|---|--------------|------|------------------|-----------------|------------------|-----------------|------------------|-----------------|
| <u>Class</u>                            | <u>Grade</u> |      | <u>Bud. Pos.</u> | <u>Bud. FTE</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> |
| <b>42 Public Works – GSD Fund 10101</b> |              |      |                  |                 |                  |                 |                  |                 |
| Maint & Repair Worker 1                 | 02799        | TG03 | 61               | 61.0            | 56               | 56.0            | 55               | 55.0            |
| Maint & Repair Worker 2                 | 07328        | TG04 | 15               | 15.0            | 20               | 20.0            | 19               | 19.0            |
| Maint & Repair Worker 3                 | 07329        | TG06 | 8                | 8.0             | 7                | 7.0             | 7                | 7.0             |
| Mechanic Helper 1                       | 07330        | TG05 | 5                | 5.0             | 5                | 5.0             | 5                | 5.0             |
| Office Assistant 1                      | 07747        | GS03 | 2                | 2.0             | 2                | 2.0             | 1                | 1.0             |
| Office Assistant 2                      | 07748        | GS04 | 2                | 2.0             | 2                | 2.0             | 0                | 0.0             |
| Office Manager 3                        | 07340        | GS08 | 3                | 3.0             | 3                | 3.0             | 0                | 0.0             |
| Office Support Mgr                      | 10119        | SR09 | 0                | 0.0             | 0                | 0.0             | 3                | 3.0             |
| Office Support Rep 1                    | 10120        | SR04 | 0                | 0.0             | 0                | 0.0             | 3                | 3.0             |
| Office Support Rep 2                    | 10121        | SR05 | 0                | 0.0             | 0                | 0.0             | 7                | 7.0             |
| Office Support Rep 3                    | 10122        | SR06 | 0                | 0.0             | 0                | 0.0             | 7                | 7.0             |
| Office Support Spec 1                   | 10123        | SR07 | 0                | 0.0             | 0                | 0.0             | 1                | 1.0             |
| Office Support Spec 2                   | 10124        | SR08 | 0                | 0.0             | 0                | 0.0             | 1                | 1.0             |
| Paint And Body Repairer                 | 06601        | TG11 | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Parts Supervisor                        | 07345        | SR09 | 2                | 2.0             | 2                | 2.0             | 1                | 1.0             |
| Pub Works Asst Dir-F & A                | 10133        | SR15 | 0                | 0.0             | 0                | 0.0             | 1                | 1.0             |
| Pub Works Asst Dir-Fleet Mgmt           | 06384        | SR15 | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Pub Works Asst Dir-Parking              | 07386        | GS13 | 1                | 0.5             | 1                | 1.0             | 1                | 1.0             |
| Pub Works Asst Dir-Strt & Rds           | 06387        | SR15 | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Public Info Rep                         | 07384        | SR10 | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Public Works Director                   | 01650        | DP03 | 1                | 1.0             | 0                | 0.0             | 1                | 1.0             |
| PW Deputy Director                      | NA           | NA   | 0                | 0.0             | 0                | 0.0             | 1                | 1.0             |
| PW Assistant Director - Engineering     | 00380        | SR15 | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| PW Assistant Director-Admin             | 06383        | GS13 | 1                | 1.0             | 1                | 1.0             | 0                | 0.0             |
| PW Superintendent                       | 07388        | SR13 | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Safety Coordinator                      | 06133        | SR12 | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Safety Inspector 1                      | 04125        | SR08 | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Sanitation Leader                       | 05957        | TL06 | 0                | 0.0             | 2                | 2.0             | 2                | 2.0             |
| Secretary 1                             | 00060        | GS05 | 1                | 1.0             | 1                | 1.0             | 0                | 0.0             |
| Secretary 3                             | 07398        | GS07 | 1                | 1.0             | 1                | 1.0             | 0                | 0.0             |
| Signal Maint Supervisor                 | 07401        | TS10 | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Signal Technician 1                     | 07402        | TG09 | 3                | 3.0             | 2                | 2.0             | 7                | 7.0             |
| Signal Technician 2                     | 04930        | TG11 | 3                | 3.0             | 3                | 3.0             | 3                | 3.0             |
| Signal Technician 3                     | 04810        | TL11 | 2                | 2.0             | 3                | 3.0             | 3                | 3.0             |
| Signal Technician Supervisor            | 04910        | TS11 | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Signs & Markings Supervisor             | 07403        | TS10 | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Skilled Craft Worker 1                  | 07404        | TG07 | 8                | 8.0             | 8                | 8.0             | 8                | 8.0             |
| Special Asst To The Dir                 | 05945        | SR13 | 0                | 0.0             | 0                | 0.0             | 1                | 1.0             |
| Technical Services Coordinator          | 07413        | SR11 | 7                | 7.0             | 5                | 5.0             | 2                | 2.0             |
| Technical Specialist 1                  | 07756        | SR11 | 0                | 0.0             | 0                | 0.0             | 1                | 1.0             |
| Technical Specialist 2                  | 07757        | SR12 | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Tire Servicer                           | 06609        | TG06 | 2                | 2.0             | 2                | 2.0             | 2                | 2.0             |
| Traffic Control Manager                 | 07801        | SR13 | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Training Coordinator                    | 06210        | GS11 | 0                | 0.0             | 1                | 1.0             | 0                | 0.0             |
| Welder                                  | 05830        | TG09 | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| <b>Total Positions &amp; FTE</b>        |              |      | <b>379</b>       | <b>376.0</b>    | <b>395</b>       | <b>395.0</b>    | <b>372</b>       | <b>371.0</b>    |

## 42 Public Works - USD Fund 18301

|                          |       |      |    |      |    |      |    |      |
|--------------------------|-------|------|----|------|----|------|----|------|
| Account Clerk 2          | 04370 | GS04 | 0  | 0.0  | 1  | 1.0  | 0  | 0.0  |
| Admin Services Officer 2 | 07243 | SR08 | 1  | 1.0  | 1  | 1.0  | 1  | 1.0  |
| Customer Service Rep 2   | 06855 | GS04 | 1  | 1.0  | 0  | 0.0  | 0  | 0.0  |
| Equipment Operator 1     | 06826 | TG05 | 2  | 2.0  | 2  | 2.0  | 3  | 3.0  |
| Equipment Operator 2     | 06827 | TG07 | 0  | 0.0  | 0  | 0.0  | 1  | 1.0  |
| Equipment Operator 3     | 07303 | TG08 | 6  | 6.0  | 6  | 6.0  | 6  | 6.0  |
| Maint & Repair Leader 1  | 07325 | WL06 | 1  | 1.0  | 0  | 0.0  | 0  | 0.0  |
| Maint & Repair Leader 2  | 07326 | TL09 | 1  | 1.0  | 1  | 1.0  | 1  | 1.0  |
| Maint & Repair Worker 1  | 02799 | TG03 | 31 | 31.0 | 34 | 34.0 | 33 | 33.0 |



# 42 Public Works-Financial



|   |              |      | FY 2001          |                 | FY 2002          |                 | FY 2003          |                 |
|---|--------------|------|------------------|-----------------|------------------|-----------------|------------------|-----------------|
| <u>Class</u>                                    | <u>Grade</u> |      | <u>Bud. Pos.</u> | <u>Bud. FTE</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> |
| <b>42 Public Works - USD Fund 18301</b>         |              |      |                  |                 |                  |                 |                  |                 |
| Maint & Repair Worker 2                         | 07328        | TG04 | 1                | 1.0             | 2                | 2.0             | 2                | 2.0             |
| Office Manager 3                                | 07340        | GS08 | 1                | 1.0             | 1                | 1.0             | 0                | 0.0             |
| Office Support Mgr                              | 10119        | SR09 | 0                | 0.0             | 0                | 0.0             | 1                | 1.0             |
| Office Support Rep 2                            | 10121        | SR05 | 0                | 0.0             | 0                | 0.0             | 1                | 1.0             |
| Sanitation Supervisor                           | 07397        | TS07 | 2                | 2.0             | 1                | 1.0             | 1                | 1.0             |
| <b>Total Positions &amp; FTE</b>                |              |      | <b>47</b>        | <b>47.0</b>     | <b>49</b>        | <b>49.0</b>     | <b>50</b>        | <b>50.0</b>     |
| <b>42 Public Works - Solid Waste Fund 30501</b> |              |      |                  |                 |                  |                 |                  |                 |
| Maint & Repair Worker 1                         | 02799        | TG03 | 17               | 17.0            | 4                | 4.0             | 2                | 2.0             |
| Sanitation Worker                               | 04160        | TG05 | 28               | 28.0            | 25               | 25.0            | 26               | 26.0            |
| Sp Asst Director                                | 05945        | GS12 | 1                | 1.0             | 0                | 0.0             | 0                | 0.0             |
| Sanitation Leader                               | 05957        | TL06 | 23               | 23.0            | 17               | 17.0            | 18               | 18.0            |
| Landfill Manager                                | 06610        | WS11 | 1                | 1.0             | 1                | 1.0             | 0                | 0.0             |
| Equipment Operator 2                            | 06827        | TG07 | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Customer Service Rep 2                          | 06855        | GS04 | 1                | 1.0             | 4                | 4.0             | 0                | 0.0             |
| Sanitation Manager                              | 07129        | SR12 | 2                | 2.0             | 2                | 2.0             | 1                | 1.0             |
| Administrative Assistant 1                      | 07240        | GS06 | 2                | 2.0             | 2                | 2.0             | 0                | 0.0             |
| Administrative Assistant                        | 07241        | SR09 | 0                | 0.0             | 0                | 0.0             | 1                | 1.0             |
| Administrative Services Officer 2               | 07243        | SR08 | 0                | 0.0             | 1                | 1.0             | 3                | 3.0             |
| Administrative Services Officer 3               | 07244        | SR10 | 0                | 0.0             | 1                | 1.0             | 1                | 1.0             |
| Customer Service Asst Supervisor                | 07281        | GS07 | 1                | 1.0             | 1                | 1.0             | 0                | 0.0             |
| Customer Service Rep 1                          | 07283        | GS03 | 8                | 7.5             | 4                | 4.0             | 0                | 0.0             |
| Engineer 2                                      | 07295        | GS12 | 1                | 1.0             | 1                | 1.0             | 0                | 0.0             |
| Engineer In Training                            | 07296        | SR10 | 2                | 1.5             | 1                | 1.0             | 1                | 1.0             |
| Equipment Operator 3                            | 07303        | TG08 | 15               | 15.0            | 15               | 15.0            | 28               | 28.0            |
| Landfill Supervisor 2                           | 07321        | WS05 | 1                | 1.0             | 0                | 0.0             | 0                | 0.0             |
| Maint & Repair Worker 2                         | 07328        | WG03 | 1                | 1.0             | 1                | 1.0             | 0                | 0.0             |
| Public Info Rep 2                               | 07383        | GS07 | 1                | 1.0             | 1                | 1.0             | 0                | 0.0             |
| Pub Works Asst Dir-Waste Mgmt                   | 07387        | SR15 | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Sanitation Supervisor                           | 07397        | TS07 | 7                | 7.0             | 8                | 8.0             | 7                | 7.0             |
| Admin Spec                                      | 07720        | SR11 | 0                | 0.0             | 0                | 0.0             | 1                | 1.0             |
| Waste Mgmt Operations Supt                      | 07755        | SR13 | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Info Systems Analyst 1                          | 07779        | SR10 | 0                | 0.0             | 0                | 0.0             | 1                | 1.0             |
| Office Support Rep 1                            | 10120        | SR04 | 0                | 0.0             | 0                | 0.0             | 4                | 4.0             |
| Office Support Rep 2                            | 10121        | SR05 | 0                | 0.0             | 0                | 0.0             | 5                | 5.0             |
| Office Support Spec 1                           | 10123        | SR07 | 0                | 0.0             | 0                | 0.0             | 1                | 1.0             |
| Office Support Spec 2                           | 10124        | SR08 | 0                | 0.0             | 0                | 0.0             | 2                | 2.0             |
| <b>Total Positions &amp; FTE</b>                |              |      | <b>115</b>       | <b>114.0</b>    | <b>92</b>        | <b>92.0</b>     | <b>105</b>       | <b>105.0</b>    |

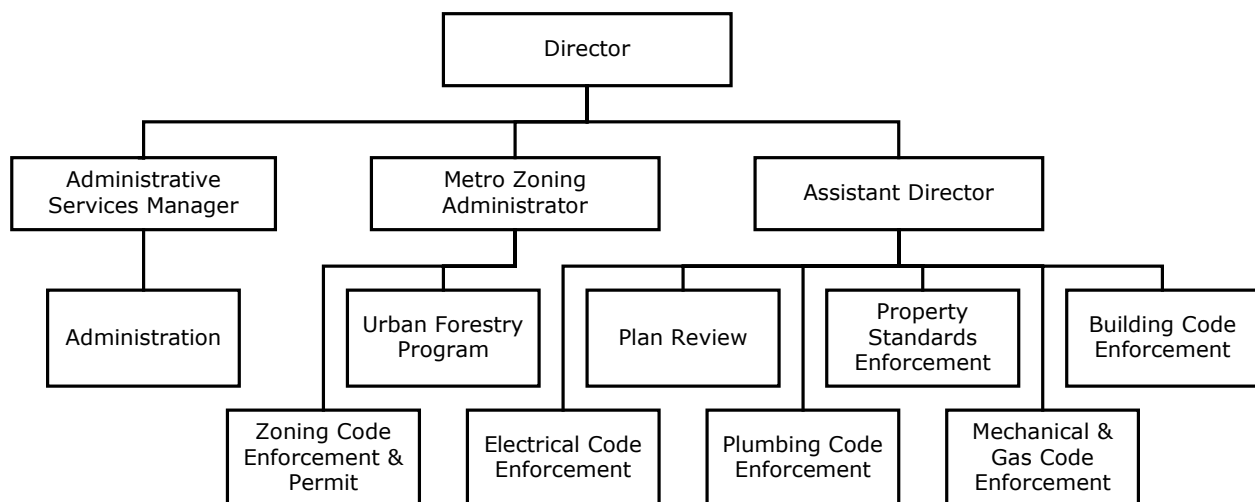
This schedule does not reflect the anticipated transfer of positions and personnel from Public Works, Parks, Fire, Water Services, and Motor Pool to the Fleet Management Fund.



## 33 Codes Administration-At a Glance

|                                    |  |                           |                           |   |                |                                    |  |  |  |                  |             |             |             |                       |          |          |          |                           |                           |                           |                           |                                |  |  |  |                              |           |           |           |                   |   |   |   |                       |          |          |          |                              |                         |                         |                         |                     |           |           |           |           |          |          |          |                       |                           |                           |                           |  |  |
|------------------------------------|--|---------------------------|---------------------------|---|----------------|------------------------------------|--|--|--|------------------|-------------|-------------|-------------|-----------------------|----------|----------|----------|---------------------------|---------------------------|---------------------------|---------------------------|--------------------------------|--|--|--|------------------------------|-----------|-----------|-----------|-------------------|---|---|---|-----------------------|----------|----------|----------|------------------------------|-------------------------|-------------------------|-------------------------|---------------------|-----------|-----------|-----------|-----------|----------|----------|----------|-----------------------|---------------------------|---------------------------|---------------------------|--|--|
| Mission                            | To promote public safety, public service, economic and community development in Nashville and Davidson County by ensuring the buildings in which Metropolitan citizens live, work and assemble are constructed and maintained in a safe and sanitary condition, and in compliance with applicable codes, zoning standards and metropolitan ordinances.<br><br>Because the Codes Administration has the authority and responsibility for issuance of Building Permits as well as Use & Occupancy Certificates, it serves as the "umbrella" agency for Metro's permit tracking and inspection tracking systems – coordinating the review and approval processes for various Metro and State agencies.  |                           |                           |   |                |                                    |  |  |  |                  |             |             |             |                       |          |          |          |                           |                           |                           |                           |                                |  |  |  |                              |           |           |           |                   |   |   |   |                       |          |          |          |                              |                         |                         |                         |                     |           |           |           |           |          |          |          |                       |                           |                           |                           |  |  |
| Budget Summary                     | <table><tr><td></td><td><u>2000-01</u></td><td><u>2001-02</u></td><td><u>2002-03</u></td></tr><tr><td><b>Expenditures and Transfers:</b></td><td></td><td></td><td></td></tr><tr><td>GSD General Fund</td><td>\$5,649,596</td><td>\$6,869,279</td><td>\$6,683,707</td></tr><tr><td>Special purpose funds</td><td><u>0</u></td><td><u>0</u></td><td><u>0</u></td></tr><tr><td><b>Total Expenditures</b></td><td><b><u>\$5,649,596</u></b></td><td><b><u>\$6,869,279</u></b></td><td><b><u>\$6,683,707</u></b></td></tr><tr><td><b>Revenues and Transfers:</b></td><td></td><td></td><td></td></tr><tr><td>Charges, Commissions, &amp; Fees</td><td>\$761,500</td><td>\$734,250</td><td>\$739,700</td></tr><tr><td>Other Governments</td><td>0</td><td>0</td><td>0</td></tr><tr><td>Other Program Revenue</td><td><u>0</u></td><td><u>0</u></td><td><u>0</u></td></tr><tr><td><b>Total Program Revenue</b></td><td><b><u>\$761,500</u></b></td><td><b><u>\$734,250</u></b></td><td><b><u>\$739,700</u></b></td></tr><tr><td>Non-program Revenue</td><td>5,860,300</td><td>5,430,300</td><td>5,757,300</td></tr><tr><td>Transfers</td><td><u>0</u></td><td><u>0</u></td><td><u>0</u></td></tr><tr><td><b>Total Revenues</b></td><td><b><u>\$6,621,800</u></b></td><td><b><u>\$6,164,550</u></b></td><td><b><u>\$6,497,000</u></b></td></tr></table> |                           | <u>2000-01</u>            | <u>2001-02</u>  | <u>2002-03</u> | <b>Expenditures and Transfers:</b> |  |  |  | GSD General Fund | \$5,649,596 | \$6,869,279 | \$6,683,707 | Special purpose funds | <u>0</u> | <u>0</u> | <u>0</u> | <b>Total Expenditures</b> | <b><u>\$5,649,596</u></b> | <b><u>\$6,869,279</u></b> | <b><u>\$6,683,707</u></b> | <b>Revenues and Transfers:</b> |  |  |  | Charges, Commissions, & Fees | \$761,500 | \$734,250 | \$739,700 | Other Governments | 0 | 0 | 0 | Other Program Revenue | <u>0</u> | <u>0</u> | <u>0</u> | <b>Total Program Revenue</b> | <b><u>\$761,500</u></b> | <b><u>\$734,250</u></b> | <b><u>\$739,700</u></b> | Non-program Revenue | 5,860,300 | 5,430,300 | 5,757,300 | Transfers | <u>0</u> | <u>0</u> | <u>0</u> | <b>Total Revenues</b> | <b><u>\$6,621,800</u></b> | <b><u>\$6,164,550</u></b> | <b><u>\$6,497,000</u></b> |  |  |
|                                    | <u>2000-01</u>   | <u>2001-02</u>            | <u>2002-03</u>            |   |                |                                    |  |  |  |                  |             |             |             |                       |          |          |          |                           |                           |                           |                           |                                |  |  |  |                              |           |           |           |                   |   |   |   |                       |          |          |          |                              |                         |                         |                         |                     |           |           |           |           |          |          |          |                       |                           |                           |                           |  |  |
| <b>Expenditures and Transfers:</b> |  |                           |                           |   |                |                                    |  |  |  |                  |             |             |             |                       |          |          |          |                           |                           |                           |                           |                                |  |  |  |                              |           |           |           |                   |   |   |   |                       |          |          |          |                              |                         |                         |                         |                     |           |           |           |           |          |          |          |                       |                           |                           |                           |  |  |
| GSD General Fund                   | \$5,649,596  | \$6,869,279               | \$6,683,707               |   |                |                                    |  |  |  |                  |             |             |             |                       |          |          |          |                           |                           |                           |                           |                                |  |  |  |                              |           |           |           |                   |   |   |   |                       |          |          |          |                              |                         |                         |                         |                     |           |           |           |           |          |          |          |                       |                           |                           |                           |  |  |
| Special purpose funds              | <u>0</u>   | <u>0</u>                  | <u>0</u>                  |   |                |                                    |  |  |  |                  |             |             |             |                       |          |          |          |                           |                           |                           |                           |                                |  |  |  |                              |           |           |           |                   |   |   |   |                       |          |          |          |                              |                         |                         |                         |                     |           |           |           |           |          |          |          |                       |                           |                           |                           |  |  |
| <b>Total Expenditures</b>          | <b><u>\$5,649,596</u></b>  | <b><u>\$6,869,279</u></b> | <b><u>\$6,683,707</u></b> |   |                |                                    |  |  |  |                  |             |             |             |                       |          |          |          |                           |                           |                           |                           |                                |  |  |  |                              |           |           |           |                   |   |   |   |                       |          |          |          |                              |                         |                         |                         |                     |           |           |           |           |          |          |          |                       |                           |                           |                           |  |  |
| <b>Revenues and Transfers:</b>     |  |                           |                           |   |                |                                    |  |  |  |                  |             |             |             |                       |          |          |          |                           |                           |                           |                           |                                |  |  |  |                              |           |           |           |                   |   |   |   |                       |          |          |          |                              |                         |                         |                         |                     |           |           |           |           |          |          |          |                       |                           |                           |                           |  |  |
| Charges, Commissions, & Fees       | \$761,500  | \$734,250                 | \$739,700                 |   |                |                                    |  |  |  |                  |             |             |             |                       |          |          |          |                           |                           |                           |                           |                                |  |  |  |                              |           |           |           |                   |   |   |   |                       |          |          |          |                              |                         |                         |                         |                     |           |           |           |           |          |          |          |                       |                           |                           |                           |  |  |
| Other Governments                  | 0  | 0                         | 0                         |   |                |                                    |  |  |  |                  |             |             |             |                       |          |          |          |                           |                           |                           |                           |                                |  |  |  |                              |           |           |           |                   |   |   |   |                       |          |          |          |                              |                         |                         |                         |                     |           |           |           |           |          |          |          |                       |                           |                           |                           |  |  |
| Other Program Revenue              | <u>0</u>   | <u>0</u>                  | <u>0</u>                  |   |                |                                    |  |  |  |                  |             |             |             |                       |          |          |          |                           |                           |                           |                           |                                |  |  |  |                              |           |           |           |                   |   |   |   |                       |          |          |          |                              |                         |                         |                         |                     |           |           |           |           |          |          |          |                       |                           |                           |                           |  |  |
| <b>Total Program Revenue</b>       | <b><u>\$761,500</u></b>  | <b><u>\$734,250</u></b>   | <b><u>\$739,700</u></b>   |   |                |                                    |  |  |  |                  |             |             |             |                       |          |          |          |                           |                           |                           |                           |                                |  |  |  |                              |           |           |           |                   |   |   |   |                       |          |          |          |                              |                         |                         |                         |                     |           |           |           |           |          |          |          |                       |                           |                           |                           |  |  |
| Non-program Revenue                | 5,860,300  | 5,430,300                 | 5,757,300                 |   |                |                                    |  |  |  |                  |             |             |             |                       |          |          |          |                           |                           |                           |                           |                                |  |  |  |                              |           |           |           |                   |   |   |   |                       |          |          |          |                              |                         |                         |                         |                     |           |           |           |           |          |          |          |                       |                           |                           |                           |  |  |
| Transfers                          | <u>0</u>   | <u>0</u>                  | <u>0</u>                  |   |                |                                    |  |  |  |                  |             |             |             |                       |          |          |          |                           |                           |                           |                           |                                |  |  |  |                              |           |           |           |                   |   |   |   |                       |          |          |          |                              |                         |                         |                         |                     |           |           |           |           |          |          |          |                       |                           |                           |                           |  |  |
| <b>Total Revenues</b>              | <b><u>\$6,621,800</u></b>  | <b><u>\$6,164,550</u></b> | <b><u>\$6,497,000</u></b> |   |                |                                    |  |  |  |                  |             |             |             |                       |          |          |          |                           |                           |                           |                           |                                |  |  |  |                              |           |           |           |                   |   |   |   |                       |          |          |          |                              |                         |                         |                         |                     |           |           |           |           |          |          |          |                       |                           |                           |                           |  |  |
| Positions                          | Total Budgeted Positions   | 97                        | 98                        | 98  |                |                                    |  |  |  |                  |             |             |             |                       |          |          |          |                           |                           |                           |                           |                                |  |  |  |                              |           |           |           |                   |   |   |   |                       |          |          |          |                              |                         |                         |                         |                     |           |           |           |           |          |          |          |                       |                           |                           |                           |  |  |
| Contacts                           | Director of Codes: Terry Cobb<br>Financial Manager: Roy L. Jones<br><br>Howard Office Building 37210   |                           |                           | email: terry.cobb@nashville.gov<br>email: roy.jones@nashville.gov<br><br>Phone: 862-6600      FAX: 862-6514 |                |                                    |  |  |  |                  |             |             |             |                       |          |          |          |                           |                           |                           |                           |                                |  |  |  |                              |           |           |           |                   |   |   |   |                       |          |          |          |                              |                         |                         |                         |                     |           |           |           |           |          |          |          |                       |                           |                           |                           |  |  |

### Organizational Structure



# 33 Codes Administration-At a Glance

## Budget Highlights FY 2003

|   |                          |
|---|--------------------------|
| • Neighborhood Coordinator needed to design, plan, and implement a volunteer program for neighborhood code enforcement of routine, exterior code violations | \$40,000                 |
| • Associated Fringe Benefits – Neighborhood Coordinator   | 11,200                   |
| • Pay Plan/Benefit adjustments  | 183,900                  |
| • 800 MHz Radio System  | -6,300                   |
| • Postal Service rates increase   | 8,000                    |
| • Fleet Management Consolidation net adjustment   | -158,908                 |
| • Information Systems billings  | -239,264                 |
| • Telecommunication net adjustments   | -24,200                  |
| Total   | <u><u>-\$185,572</u></u> |

## Overview

### ADMINISTRATION

The Administration Division provides direction and coordination of departmental policy and support for the operating programs. This includes the licensing of Electrical, Plumbing, and Mechanical/Gas contractors, and serving as secretary to six administrative boards. All budget, account, purchasing and personnel matters are handled by this division. The Director and his staff comprise the administrative division.

### ZONING CODE ENFORCEMENT & PERMIT

The Zoning Code Enforcement and Permit Section issues permits for construction and building, plumbing, mechanical/gas, signs, demolition, blasting, and tree removal. In addition, it handles administrative matters for the Board of Zoning Appeals.

### URBAN FORESTRY PROGRAM

The Urban Forestry Section licenses arborists, consults with the Tree Advisory Board, and educates citizens, developers and contractors on landscape maintenance and tree removal and maintenance.

### ELECTRICAL CODE ENFORCEMENT

The Electrical Code Enforcement Section administers and enforces the National Electrical Code as amended, to provide for the protection of Nashville citizens against hazardous electrical installations. The electrical division inspects buildings to verify compliance with approved plans and applicable codes.

## PLAN REVIEW

The Plan Review Division reviews plans of buildings and structures for compliance with the Standard Building Code, the Standard Plumbing, Gas & Mechanical Codes, the Model Energy Code, the National Electrical Code, and the CABO/ANSI Handicap Code, to protect public health, safety and welfare. The construction plans and specifications are reviewed and approved prior to the issuance of the building permits.

## PLUMBING CODE ENFORCEMENT

The Plumbing Code Enforcement Section administers and enforces the Standard Plumbing Code and other related codes, to protect public health, safety, and welfare. The Plumbing Section inspects buildings to verify compliance with approved plans and the applicable codes.

## PROPERTY STANDARDS ENFORCEMENT

The Property Standards Enforcement Section administers and enforces the Metro Property Standards Code and the Metro Zoning Code to maintain the quality of the city's neighborhoods. Duties include enforcing minimum property standards, protecting and promoting the health, safety, and welfare, and protecting property values through land use control and nuisance abatement, and overseeing the demolition of abandoned and substandard buildings as funds permit.

The Property Standards Enforcement Section also investigates routine complaints and performs final inspections on properties for zoning compliance. The abandoned vehicle ordinance is also enforced by this section.

## MECHANICAL & GAS CODE ENFORCEMENT

The Mechanical & Gas Code Enforcement Section administers and enforces the Standard Mechanical and Gas Codes, codes which regulate heating, air conditioning and refrigeration (HVAC&R), to protect the citizens from hazardous mechanical and/or gas installations. It also inspects buildings to verify compliance with approved plans and applicable codes.

## BUILDING CODE ENFORCEMENT

The Building Code Enforcement Section administers and enforces the Standard Building Code, the CABO (Council of American Building Officials) One and Two Family Dwelling Code, the Model Energy Code, the CABO/ANSI (Council of American Building Officials/ American National Standards Institute) Handicap Code, and other related codes, to protect public safety, health and welfare. The building division inspects buildings to verify compliance with approved plans and applicable codes.

# 33 Codes Administration-Performance

| Objectives  | Performance Measures   | FY 2001<br>Budget                  | FY 2001<br>Actuals                 | FY 2002<br>Budget                  | FY 2003<br>Budget                  |
|---|--|------------------------------------|------------------------------------|------------------------------------|------------------------------------|
| <b>ADMINISTRATION</b>   |  |                                    |                                    |                                    |                                    |
| 1. To provide administrative and clerical support for six boards.   | Appeals heard by the board:<br>a. Fire & Building<br>b. Electrical<br>c. Plumbing<br>d. Mechanical/Gas<br>e. Property<br>f. Zoning | 225<br>5<br>35<br>10<br>10<br>275  | 170<br>4<br>32<br>2<br>10<br>229   | 225<br>2<br>30<br>10<br>10<br>255  | 185<br>5<br>30<br>5<br>10<br>250   |
| 2. To improve and expand debit accounts usage.  | Increase usage of debit account  | 53%                                | 52%                                | 56%                                | 55%                                |
| 3. To establish one-stop shop for building permits.   | Establish one-stop shop for building permit issuance   | 97%                                | 98%                                | 100%                               | 100%                               |
| <b>ZONING CODE ENFORCEMENT &amp; PERMIT</b>   |  |                                    |                                    |                                    |                                    |
| 1. To expedite the issuance of permits for the various phases of construction and increase the quality of work performed in permit issuance.  | Permits Issued:<br>a. Building permits<br>b. Electrical permits<br>c. Plumbing permits<br>d. Gas/Mechanical permits                | 11,500<br>18,000<br>9,000<br>9,500 | 10,177<br>17,877<br>8,029<br>8,159 | 12,500<br>18,000<br>8,000<br>9,000 | 11,000<br>17,500<br>8,500<br>8,500 |
| 2. To continue training classes for examiners and chiefs and achieve/maintain 100% required certifications.   | a. Minimum annual hours of Codes training per examiner/chief<br>b. Certified   | 12 hrs<br>100%                     | 12 hrs<br>100%                     | 12 hrs<br>100%                     | 12 hrs<br>100%                     |
| <b>URBAN FORESTRY PROGRAM</b>   |  |                                    |                                    |                                    |                                    |
| 1. To conduct required number of plan and site reviews and inspections to ensure compliance of the urban forestry program and to ensure public health, safety, welfare and code compliance. | Urban Forestry Inspections   | 1,750                              | 687                                | 1,500                              | 750                                |
| <b>ELECTRICAL CODE ENFORCEMENT</b>  |  |                                    |                                    |                                    |                                    |
| 1. To conduct required number of inspections to ensure public health, safety, welfare and code compliance.  | Electrical inspections   | 30,500                             | 25,913                             | 28,500                             | 27,500                             |
| 2. To continue training classes for inspectors and chiefs and achieve/maintain 100% required Southern Building Code Certifications.   | a. Minimum annual hours of Codes training per inspector/chief<br>b. Certified  | 12 hrs<br>100%                     | 12 hrs<br>100%                     | 12 hrs<br>100%                     | 12 hrs<br>100%                     |
| <b>PLAN REVIEW</b>  |  |                                    |                                    |                                    |                                    |
| 1. To conduct required number of plan reviews to ensure public health, safety, welfare and code   | Building plans reviews   | 3,700                              | 3,349                              | 3,800                              | 3,800                              |

## 33 Codes Administration-Performance

| Objectives  | Performance Measures  | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|---|---|-------------------|--------------------|-------------------|-------------------|
| compliance.   |   |                   |                    |                   |                   |
| 2. To continue training classes for plans examiners and chief, and achieve/maintain 100% Southern Building Code Certifications.     | a. Minimum annual hours of Codes training per inspector/chief<br>b. Certified | 12 hrs<br>100%    | 12 hrs<br>100%     | 12 hrs<br>100%    | 12 hrs<br>100%    |
| <b>PLUMBING CODE ENFORCEMENT</b>  |   |                   |                    |                   |                   |
| 1. To conduct required number of inspections to ensure public health, safety, welfare and code compliance.                          | Plumbing inspections  | 20,500            | 27,130             | 28,000            | 27,500            |
| 2. To continue training classes for inspectors and chiefs and achieve/maintain 100% required Southern Building Code Certifications. | a. Minimum annual hours of Codes training per inspector/chief<br>b. Certified | 12 hrs<br>100%    | 12 hrs<br>100%     | 12 hrs<br>100%    | 12 hrs<br>100%    |
| <b>PROPERTY STANDARDS ENFORCEMENT</b>   |   |                   |                    |                   |                   |
| 1. To conduct required number of inspections to ensure public health, safety, welfare and code compliance.                          | Property standards inspections  | 23,500            | 27,011             | 24,500            | 27,000            |
| 2. To continue training classes for inspectors and chiefs and achieve/maintain 100% required Southern Building Code Certifications. | a. Minimum annual hours of Codes training per inspector/chief<br>b. Certified | 12 hrs<br>100%    | 12 hrs<br>100%     | 12 hrs<br>100%    | 12 hrs<br>100%    |
| 3. To achieve the greatest number of demolitions of dilapidated structures within the annual budget appropriation.                  | Structures demolished   | 19                | 26                 | 14                | 21                |
| <b>MECHANICAL &amp; GAS CODE ENFORCEMENT</b>  |   |                   |                    |                   |                   |
| 1. To conduct required number of inspections to ensure public health, safety, welfare and code compliance.                          | Gas/Mechanical inspections  | 20,000            | 17,763             | 19,500            | 18,500            |
| 2. To continue training classes for inspectors and chiefs and achieve/maintain 100% required Southern Building Code Certifications. | a. Minimum annual hours of Codes training per inspector/chief<br>b. Certified | 12 hrs<br>100%    | 12 hrs<br>100%     | 12 hrs<br>100%    | 12 hrs<br>100%    |
| <b>BUILDING CODE ENFORCEMENT</b>  |   |                   |                    |                   |                   |
| 1. To conduct required  | Building inspections  | 30,500            | 29,492             | 31,500            | 30,000            |

## 33 Codes Administration-Performance

| <b>Objectives</b>   | <b>Performance Measures</b>   | <b>FY 2001<br/>Budget</b> | <b>FY 2001<br/>Actuals</b> | <b>FY 2002<br/>Budget</b> | <b>FY 2003<br/>Budget</b> |
|---|---|---------------------------|----------------------------|---------------------------|---------------------------|
| number of inspections to ensure public health, safety, welfare and code compliance.   |   |                           |                            |                           |                           |
| 2. To continue training classes for inspectors and chiefs and achieve/maintain 100% required Southern Building Code Certifications. | a. Minimum annual hours of Codes training per inspector/chief<br>b. Certified | 12 hrs<br>100%            | 12 hrs<br>100%             | 12 hrs<br>100%            | 12 hrs<br>100%            |

# 33 Codes Administration-Financial

## Codes Administration GSD General Fund

| EXPENSE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>OPERATING EXPENSE:</b>                        |                   |                    |                   |                   |
| <b>PERSONAL SERVICES:</b>                        |                   |                    |                   |                   |
| Salary Expense                                   | 3,946,666         | 3,734,191          | 4,110,479         | 4,311,479         |
| Fringe Benefits                                  | 992,543           | 981,023            | 1,073,979         | 1,108,079         |
| Per Diem & Other Fees                            | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL PERSONAL SERVICES</b>                   | <b>4,939,209</b>  | <b>4,715,214</b>   | <b>5,184,458</b>  | <b>5,419,558</b>  |
| <b>OTHER SERVICES:</b>                           |                   |                    |                   |                   |
| Utilities  | 0                 | 0                  | 0                 | 0                 |
| Professional Services                            | 3,000             | 16,225             | 4,000             | 4,000             |
| Purchased Services                               | 21,470            | 26,834             | 23,970            | 23,970            |
| Travel   | 7,900             | 7,961              | 7,900             | 7,900             |
| Communications                                   | 0                 | 44                 | 0                 | 0                 |
| Printing   | 16,000            | 9,460              | 10,000            | 10,000            |
| Advertising & Promotion                          | 27,635            | 25,655             | 22,635            | 22,635            |
| Subscriptions                                    | 600               | 475                | 600               | 600               |
| Tuition, Reg., & Membership Dues                 | 15,000            | 14,099             | 14,500            | 14,500            |
| Repairs & Maintenance Services                   | 14,000            | 21,437             | 20,500            | 20,500            |
| Internal Service Fees                            | 425,064           | 419,382            | 1,385,141         | 964,469           |
| <b>TOTAL OTHER SERVICES</b>                      | <b>530,669</b>    | <b>541,572</b>     | <b>1,489,246</b>  | <b>1,068,574</b>  |
| <b>OTHER EXPENSE:</b>                            |                   |                    |                   |                   |
| Supplies and Materials                           | 34,950            | 48,406             | 46,907            | 46,907            |
| Misc. Other Expenses & Payments                  | 0                 | 0                  | 0                 | 0                 |
| Fixed Charges                                    | 0                 | 0                  | 0                 | 0                 |
| Licenses, Permits, & Fees                        | 400               | 4,089              | 4,100             | 4,100             |
| Taxes  | 124,800           | 94,901             | 125,000           | 125,000           |
| Grant Contributions & Awards                     | 19,568            | 0                  | 19,568            | 19,568            |
| <b>TOTAL OTHER EXPENSE</b>                       | <b>179,718</b>    | <b>147,396</b>     | <b>195,575</b>    | <b>195,575</b>    |
| <b>PENSION, ANNUITY, DEBT, &amp; OTHER COSTS</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>EQUIPMENT, BUILDINGS, &amp; LAND</b>          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>SPECIAL PROJECTS</b>                          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL OPERATING EXPENSE</b>                   | <b>5,649,596</b>  | <b>5,404,182</b>   | <b>6,869,279</b>  | <b>6,683,707</b>  |
| <b>TRANSFERS TO OTHER FUNDS &amp; UNITS:</b>     | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL EXPENSE AND TRANSFERS</b>               | <b>5,649,596</b>  | <b>5,404,182</b>   | <b>6,869,279</b>  | <b>6,683,707</b>  |



# 33 Codes Administration-Financial

## Codes Administration GSD General Fund

| REVENUE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>PROGRAM REVENUE:</b>                          |                   |                    |                   |                   |
| <b>Charges, Commissions, &amp; Fees</b>          |                   |                    |                   |                   |
| Charges For Current Services                     | 761,500           | 772,955            | 734,250           | 739,700           |
| Commissions and Fees                             | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Charges, Commissions, &amp; Fees</b> | <b>761,500</b>    | <b>772,955</b>     | <b>734,250</b>    | <b>739,700</b>    |
| <b>Other Governments &amp; Agencies</b>          |                   |                    |                   |                   |
| Federal Direct                                   | 0                 | 0                  | 0                 | 0                 |
| Federal Through State                            | 0                 | 0                  | 0                 | 0                 |
| Federal Through Other Pass-Through               | 0                 | 0                  | 0                 | 0                 |
| State Direct                                     | 0                 | 0                  | 0                 | 0                 |
| Other Government Agencies                        | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Governments &amp; Agencies</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>Other Program Revenue</b>                     |                   |                    |                   |                   |
| Contributions and Gifts                          | 0                 | 0                  | 0                 | 0                 |
| Miscellaneous Revenue                            | 0                 | 0                  | 0                 | 0                 |
| Use of Money or Property                         | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Program Revenue</b>            | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL PROGRAM REVENUE</b>                     | <b>761,500</b>    | <b>772,955</b>     | <b>734,250</b>    | <b>739,700</b>    |
| <b>NON-PROGRAM REVENUE:</b>                      |                   |                    |                   |                   |
| Property Taxes                                   | 0                 | 0                  | 0                 | 0                 |
| Local Option Sales Tax                           | 0                 | 0                  | 0                 | 0                 |
| Other Taxes, Licenses, & Permits                 | 5,860,300         | 5,946,148          | 5,430,300         | 5,757,300         |
| Fines, Forfeits, & Penalties                     | 0                 | 0                  | 0                 | 0                 |
| Compensation From Property                       | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL NON-PROGRAM REVENUE</b>                 | <b>5,860,300</b>  | <b>5,946,148</b>   | <b>5,430,300</b>  | <b>5,757,300</b>  |
| <b>TRANSFERS FROM OTHER FUNDS AND UNITS:</b>     | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL REVENUE AND TRANSFERS</b>               | <b>6,621,800</b>  | <b>6,719,103</b>   | <b>6,164,550</b>  | <b>6,497,000</b>  |

# 33 Codes Administration-Financial

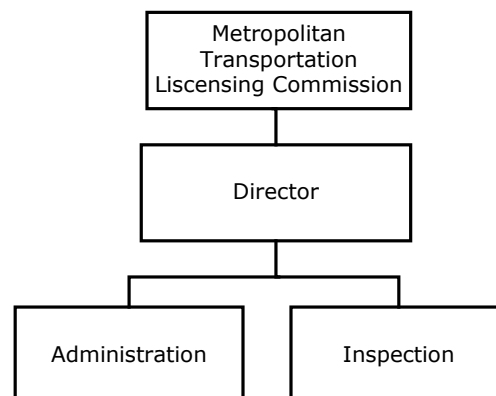
**Reminder:** Some classifications were deleted and new classifications (class number 10000 and above) were added to implement the 2002 Reclassification Study & Pay Plan. Many of the class changes from FY 2001 to FY 2002 were due to implementing that Study.

|  | Class | Grade | FY 2001   |          | FY 2002   |          | FY 2003   |          |
|--|-------|-------|-----------|----------|-----------|----------|-----------|----------|
|  |       |       | Bud. Pos. | Bud. FTE | Bud. Pos. | Bud. FTE | Bud. Pos. | Bud. FTE |
| 33 Codes Administration - GSD Fund 10101 |       |       |           |          |           |          |           |          |
| Admin Services Mgr                       | 7242  | SR13  | 1         | 1.0      | 1         | 1.0      | 1         | 1.0      |
| Admin Services Officer 3                 | 7244  | SR10  | 2         | 2.0      | 2         | 2.0      | 2         | 2.0      |
| Administrative Assistant 2               | 7241  | SR09  | 2         | 2.0      | 2         | 2.0      | 2         | 2.0      |
| Administrative Specialist                | 7720  | SR11  | 1         | 1.0      | 1         | 1.0      | 1         | 1.0      |
| Bldg Inspection Chief                    | 6811  | SR12  | 1         | 1.0      | 1         | 1.0      | 1         | 1.0      |
| Building Inspector 1                     | 6810  | SR09  | 5         | 5.0      | 5         | 5.0      | 4         | 4.0      |
| Building Inspector 2                     | 7254  | SR10  | 8         | 8.0      | 9         | 9.0      | 8         | 8.0      |
| Codes Admin Director                     | 1540  | DO02  | 1         | 1.0      | 1         | 1.0      | 1         | 1.0      |
| Codes Asst Dir                           | 7081  | SR15  | 1         | 1.0      | 1         | 1.0      | 1         | 1.0      |
| Customer Service Rep 2                   | 6855  | GS04  | 4         | 4.0      | 1         | 1.0      | 0         | 0.0      |
| Customer Service Rep 3                   | 7284  | GS05  | 5         | 5.0      | 8         | 8.0      | 0         | 0.0      |
| Customer Service Supv.                   | 6598  | SR10  | 1         | 1.0      | 1         | 1.0      | 1         | 1.0      |
| Electrical Inspector 1                   | 6821  | SR09  | 4         | 4.0      | 1         | 1.0      | 1         | 1.0      |
| Electrical Inspector 2                   | 7290  | SR10  | 4         | 4.0      | 7         | 7.0      | 7         | 7.0      |
| Electrical Inspector Chief               | 6822  | SR12  | 1         | 1.0      | 1         | 1.0      | 1         | 1.0      |
| Housing Inspection Chief                 | 6542  | GS11  | 1         | 1.0      | 1         | 1.0      | 0         | 0.0      |
| Housing Inspector 1                      | 6840  | GS08  | 6         | 6.0      | 4         | 4.0      | 0         | 0.0      |
| Housing Inspector 2                      | 7316  | GS09  | 4         | 4.0      | 6         | 6.0      | 0         | 0.0      |
| Mech/Gas Inspector 1                     | 6910  | SR09  | 3         | 3.0      | 3         | 3.0      | 4         | 4.0      |
| Mech/Gas Inspector 2                     | 7331  | SR10  | 4         | 4.0      | 4         | 4.0      | 3         | 3.0      |
| Mech/Gas Inspector Chief                 | 6912  | SR12  | 1         | 1.0      | 1         | 1.0      | 1         | 1.0      |
| Metro Zoning Admin                       | 6738  | SR15  | 1         | 1.0      | 1         | 1.0      | 1         | 1.0      |
| Office Assistant 2                       | 7748  | GS04  | 2         | 2.0      | 1         | 1.0      | 0         | 0.0      |
| Office Assistant 3                       | 7749  | GS05  | 1         | 1.0      | 1         | 1.0      | 0         | 0.0      |
| Office Support Rep 2                     | 10121 | SR05  | 0         | 0.0      | 0         | 0.0      | 1         | 1.0      |
| Office Support Rep 3                     | 10122 | SR06  | 0         | 0.0      | 0         | 0.0      | 15        | 15.0     |
| Office Support Specialist 1              | 10123 | SR07  | 0         | 0.0      | 0         | 0.0      | 2         | 2.0      |
| Plans Examiner 2                         | 4702  | SR12  | 4         | 4.0      | 4         | 4.0      | 4         | 4.0      |
| Plans Examiner Chief                     | 6141  | SR13  | 1         | 1.0      | 1         | 1.0      | 1         | 1.0      |
| Plumbing Inspector 1                     | 6868  | SR09  | 1         | 1.0      | 1         | 1.0      | 2         | 2.0      |
| Plumbing Inspector 2                     | 7348  | SR10  | 6         | 6.0      | 6         | 6.0      | 5         | 5.0      |
| Plumbing Inspector Chief                 | 6870  | SR12  | 1         | 1.0      | 1         | 1.0      | 1         | 1.0      |
| Property Standards Insp Chief            | 6542  | SR12  | 0         | 0.0      | 0         | 0.0      | 1         | 1.0      |
| Property Standards Inspector 1           | 6922  | SR09  | 0         | 0.0      | 0         | 0.0      | 13        | 13.0     |
| Secretary 1                              | 0060  | GS05  | 4         | 4.0      | 5         | 5.0      | 0         | 0.0      |
| Secretary 2                              | 6146  | GS06  | 2         | 2.0      | 2         | 2.0      | 0         | 0.0      |
| Urban Forester                           | 6902  | SR11  | 1         | 1.0      | 1         | 1.0      | 1         | 1.0      |
| Zoning Examination Chief                 | 7230  | SR12  | 1         | 1.0      | 0         | 0.0      | 1         | 1.0      |
| Zoning Examiner                          | 7421  | SR11  | 5         | 5.0      | 5         | 5.0      | 5         | 5.0      |
| Zoning Inspector 2                       | 6922  | GS08  | 4         | 4.0      | 6         | 6.0      | 0         | 0.0      |
| Zoning Inspector 3                       | 7422  | SR10  | 3         | 3.0      | 2         | 2.0      | 6         | 6.0      |
| Total Positions & FTE                    |       |       | 97        | 97.0     | 98        | 98.0     | 98        | 98.0     |

# 45 Transportation Licensing Commission-At a Glance

| <b>Vision</b>                      | Protecting the public's safety while ensuring professional regulation of for-hire transportation for the community.  |                  |                  |         |         |                                    |  |  |  |                  |           |           |           |                       |   |   |   |                           |                  |                  |                  |                                |  |  |  |                              |     |      |      |                   |   |   |   |                       |   |   |   |                              |            |             |             |                     |         |         |         |           |   |   |   |                       |                  |                  |                  |  |  |
|------------------------------------|--|------------------|------------------|---------|---------|------------------------------------|--|--|--|------------------|-----------|-----------|-----------|-----------------------|---|---|---|---------------------------|------------------|------------------|------------------|--------------------------------|--|--|--|------------------------------|-----|------|------|-------------------|---|---|---|-----------------------|---|---|---|------------------------------|------------|-------------|-------------|---------------------|---------|---------|---------|-----------|---|---|---|-----------------------|------------------|------------------|------------------|--|--|
| <b>Mission</b>                     | To provide jurisdiction over the licensing and regulation of all taxicabs and wreckers operating within the boundaries of the Metropolitan Government.   |                  |                  |         |         |                                    |  |  |  |                  |           |           |           |                       |   |   |   |                           |                  |                  |                  |                                |  |  |  |                              |     |      |      |                   |   |   |   |                       |   |   |   |                              |            |             |             |                     |         |         |         |           |   |   |   |                       |                  |                  |                  |  |  |
| <b>Budget Summary</b>              | <table> <tr> <th></th><th>2000-01</th><th>2001-02</th><th>2002-03</th></tr> <tr> <td><b>Expenditures and Transfers:</b></td><td></td><td></td><td></td></tr> <tr> <td>GSD General Fund</td><td>\$199,589</td><td>\$235,298</td><td>\$250,807</td></tr> <tr> <td>Special purpose funds</td><td>0</td><td>0</td><td>0</td></tr> <tr> <td><b>Total Expenditures</b></td><td><b>\$199,589</b></td><td><b>\$235,298</b></td><td><b>\$250,807</b></td></tr> <tr> <td><b>Revenues and Transfers:</b></td><td></td><td></td><td></td></tr> <tr> <td>Charges, Commissions, &amp; Fees</td><td>\$0</td><td>\$25</td><td>\$25</td></tr> <tr> <td>Other Governments</td><td>0</td><td>0</td><td>0</td></tr> <tr> <td>Other Program Revenue</td><td>0</td><td>0</td><td>0</td></tr> <tr> <td><b>Total Program Revenue</b></td><td><b>\$0</b></td><td><b>\$25</b></td><td><b>\$25</b></td></tr> <tr> <td>Non-program Revenue</td><td>105,000</td><td>160,125</td><td>135,775</td></tr> <tr> <td>Transfers</td><td>0</td><td>0</td><td>0</td></tr> <tr> <td><b>Total Revenues</b></td><td><b>\$105,000</b></td><td><b>\$160,150</b></td><td><b>\$135,800</b></td></tr> </table> |                  | 2000-01          | 2001-02 | 2002-03 | <b>Expenditures and Transfers:</b> |  |  |  | GSD General Fund | \$199,589 | \$235,298 | \$250,807 | Special purpose funds | 0 | 0 | 0 | <b>Total Expenditures</b> | <b>\$199,589</b> | <b>\$235,298</b> | <b>\$250,807</b> | <b>Revenues and Transfers:</b> |  |  |  | Charges, Commissions, & Fees | \$0 | \$25 | \$25 | Other Governments | 0 | 0 | 0 | Other Program Revenue | 0 | 0 | 0 | <b>Total Program Revenue</b> | <b>\$0</b> | <b>\$25</b> | <b>\$25</b> | Non-program Revenue | 105,000 | 160,125 | 135,775 | Transfers | 0 | 0 | 0 | <b>Total Revenues</b> | <b>\$105,000</b> | <b>\$160,150</b> | <b>\$135,800</b> |  |  |
|                                    | 2000-01  | 2001-02          | 2002-03          |         |         |                                    |  |  |  |                  |           |           |           |                       |   |   |   |                           |                  |                  |                  |                                |  |  |  |                              |     |      |      |                   |   |   |   |                       |   |   |   |                              |            |             |             |                     |         |         |         |           |   |   |   |                       |                  |                  |                  |  |  |
| <b>Expenditures and Transfers:</b> |  |                  |                  |         |         |                                    |  |  |  |                  |           |           |           |                       |   |   |   |                           |                  |                  |                  |                                |  |  |  |                              |     |      |      |                   |   |   |   |                       |   |   |   |                              |            |             |             |                     |         |         |         |           |   |   |   |                       |                  |                  |                  |  |  |
| GSD General Fund                   | \$199,589  | \$235,298        | \$250,807        |         |         |                                    |  |  |  |                  |           |           |           |                       |   |   |   |                           |                  |                  |                  |                                |  |  |  |                              |     |      |      |                   |   |   |   |                       |   |   |   |                              |            |             |             |                     |         |         |         |           |   |   |   |                       |                  |                  |                  |  |  |
| Special purpose funds              | 0  | 0                | 0                |         |         |                                    |  |  |  |                  |           |           |           |                       |   |   |   |                           |                  |                  |                  |                                |  |  |  |                              |     |      |      |                   |   |   |   |                       |   |   |   |                              |            |             |             |                     |         |         |         |           |   |   |   |                       |                  |                  |                  |  |  |
| <b>Total Expenditures</b>          | <b>\$199,589</b>   | <b>\$235,298</b> | <b>\$250,807</b> |         |         |                                    |  |  |  |                  |           |           |           |                       |   |   |   |                           |                  |                  |                  |                                |  |  |  |                              |     |      |      |                   |   |   |   |                       |   |   |   |                              |            |             |             |                     |         |         |         |           |   |   |   |                       |                  |                  |                  |  |  |
| <b>Revenues and Transfers:</b>     |  |                  |                  |         |         |                                    |  |  |  |                  |           |           |           |                       |   |   |   |                           |                  |                  |                  |                                |  |  |  |                              |     |      |      |                   |   |   |   |                       |   |   |   |                              |            |             |             |                     |         |         |         |           |   |   |   |                       |                  |                  |                  |  |  |
| Charges, Commissions, & Fees       | \$0  | \$25             | \$25             |         |         |                                    |  |  |  |                  |           |           |           |                       |   |   |   |                           |                  |                  |                  |                                |  |  |  |                              |     |      |      |                   |   |   |   |                       |   |   |   |                              |            |             |             |                     |         |         |         |           |   |   |   |                       |                  |                  |                  |  |  |
| Other Governments                  | 0  | 0                | 0                |         |         |                                    |  |  |  |                  |           |           |           |                       |   |   |   |                           |                  |                  |                  |                                |  |  |  |                              |     |      |      |                   |   |   |   |                       |   |   |   |                              |            |             |             |                     |         |         |         |           |   |   |   |                       |                  |                  |                  |  |  |
| Other Program Revenue              | 0  | 0                | 0                |         |         |                                    |  |  |  |                  |           |           |           |                       |   |   |   |                           |                  |                  |                  |                                |  |  |  |                              |     |      |      |                   |   |   |   |                       |   |   |   |                              |            |             |             |                     |         |         |         |           |   |   |   |                       |                  |                  |                  |  |  |
| <b>Total Program Revenue</b>       | <b>\$0</b>   | <b>\$25</b>      | <b>\$25</b>      |         |         |                                    |  |  |  |                  |           |           |           |                       |   |   |   |                           |                  |                  |                  |                                |  |  |  |                              |     |      |      |                   |   |   |   |                       |   |   |   |                              |            |             |             |                     |         |         |         |           |   |   |   |                       |                  |                  |                  |  |  |
| Non-program Revenue                | 105,000  | 160,125          | 135,775          |         |         |                                    |  |  |  |                  |           |           |           |                       |   |   |   |                           |                  |                  |                  |                                |  |  |  |                              |     |      |      |                   |   |   |   |                       |   |   |   |                              |            |             |             |                     |         |         |         |           |   |   |   |                       |                  |                  |                  |  |  |
| Transfers                          | 0  | 0                | 0                |         |         |                                    |  |  |  |                  |           |           |           |                       |   |   |   |                           |                  |                  |                  |                                |  |  |  |                              |     |      |      |                   |   |   |   |                       |   |   |   |                              |            |             |             |                     |         |         |         |           |   |   |   |                       |                  |                  |                  |  |  |
| <b>Total Revenues</b>              | <b>\$105,000</b>   | <b>\$160,150</b> | <b>\$135,800</b> |         |         |                                    |  |  |  |                  |           |           |           |                       |   |   |   |                           |                  |                  |                  |                                |  |  |  |                              |     |      |      |                   |   |   |   |                       |   |   |   |                              |            |             |             |                     |         |         |         |           |   |   |   |                       |                  |                  |                  |  |  |
| <b>Positions</b>                   | Total Budgeted Positions   | 4                | 4                |         |         |                                    |  |  |  |                  |           |           |           |                       |   |   |   |                           |                  |                  |                  |                                |  |  |  |                              |     |      |      |                   |   |   |   |                       |   |   |   |                              |            |             |             |                     |         |         |         |           |   |   |   |                       |                  |                  |                  |  |  |
| <b>Contacts</b>                    | Transportation Licensing Director: Billy Fields    email: billy.fields@nashville.gov<br>301 Stahlman Building 37201    Phone: 862-6777    FAX: 862-6765  |                  |                  |         |         |                                    |  |  |  |                  |           |           |           |                       |   |   |   |                           |                  |                  |                  |                                |  |  |  |                              |     |      |      |                   |   |   |   |                       |   |   |   |                              |            |             |             |                     |         |         |         |           |   |   |   |                       |                  |                  |                  |  |  |

## Organizational Structure



# 45 Transportation Licensing Commission-At a Glance

## Budget Highlights FY 2003

|   |                 |
|---|-----------------|
| • Position reclassifications and promotions     | \$2,000         |
| • Pay Plan/Benefit adjustments                  | 13,800          |
| • Non-recurring adjustment for Printing FY 02   | -5,000          |
| • 800 MHz Radio System                          | -450            |
| • Fleet Management Consolidation net adjustment | -3,425          |
| • Information Systems billings                  | 9,514           |
| • Telecommunication net adjustment              | -930            |
| Total   | <u>\$15,509</u> |

## Overview

### ADMINISTRATION

The Administration Division processes all driver and company applications for permits and licenses. It also manages accounts payable, bookkeeping and reconciles revenues for bank deposits and office management.

### INSPECTION

The Inspection Division is responsible for inspection of all taxicabs and wreckers regulated by the Commission. It investigates all complaints whether generated internally or externally.

# 45 Transportation Licensing Commission-Performance

| Objectives  | Performance Measures  | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|---|---|-------------------|--------------------|-------------------|-------------------|
| <b>TRANSPORTATION LICENSING COMMISSION</b>  |   |                   |                    |                   |                   |
| 1. Maintain efficient, modern and service-oriented office which supports the licensing and regulatory function of the commission. | a. Number of taxicab driver permits issued                      | 700               | 560                | 750               | 600               |
|   | b. Number of wrecker driver permits issued                      | 350               | 55                 | 50                | 100               |
|   | c. Number of vehicles/companies licensed                        | 800               | 505                | 505               | *525              |
|   | d. New taxicab permits added                                    | 20                | *na                | *na               | 0                 |
| 2. Provide regular inspections to ensure public safety.   | a. Number of vehicles inspected                                 | 700               | 505                | 650               | 550               |
|   | b. Number of new vehicles inspected as added to fleet (replace) | 75                | 75                 | 50                | 100               |
| 3. Provide professional inspection and investigation services to ensure consumer protection for citizens and visitors.            | Disciplinary actions  |                   |                    |                   |                   |
|   | a. Probation  | 20                | 4                  | 10                | 10                |
|   | b. Suspensions  | 5                 | 1                  | 5                 | 5                 |
|   | c. Revocations  | 20                | 2                  | 5                 | 5                 |

\* Note: A moratorium on permits was lifted in 2001, 15 added.

# 45 Transportation Licensing Commission-Financial

## Transportation Licensing GSD General Fund

| EXPENSE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>OPERATING EXPENSE:</b>                        |                   |                    |                   |                   |
| <b>PERSONAL SERVICES:</b>                        |                   |                    |                   |                   |
| Salary Expense                                   | 143,244           | 142,001            | 152,148           | 165,948           |
| Fringe Benefits                                  | 38,302            | 41,333             | 39,491            | 41,491            |
| Per Diem & Other Fees                            | 0                 | 687                | 700               | 700               |
| <b>TOTAL PERSONAL SERVICES</b>                   | <b>181,546</b>    | <b>184,021</b>     | <b>192,339</b>    | <b>208,139</b>    |
| <b>OTHER SERVICES:</b>                           |                   |                    |                   |                   |
| Utilities  | 0                 | 0                  | 0                 | 0                 |
| Professional Services                            | 0                 | 0                  | 0                 | 0                 |
| Purchased Services                               | 100               | 343                | 310               | 310               |
| Travel   | 401               | 418                | 800               | 800               |
| Communications                                   | 0                 | 0                  | 0                 | 0                 |
| Printing   | 2,011             | 1,586              | 2,000             | 500               |
| Advertising & Promotion                          | 0                 | 837                | 2,500             | 500               |
| Subscriptions                                    | 0                 | 0                  | 0                 | 0                 |
| Tuition, Reg., & Membership Dues                 | 0                 | 0                  | 0                 | 0                 |
| Repairs & Maintenance Services                   | 0                 | 0                  | 0                 | 0                 |
| Internal Service Fees                            | 6,835             | 8,919              | 28,499            | 33,208            |
| <b>TOTAL OTHER SERVICES</b>                      | <b>9,347</b>      | <b>12,103</b>      | <b>34,109</b>     | <b>35,318</b>     |
| <b>OTHER EXPENSE:</b>                            |                   |                    |                   |                   |
| Supplies and Materials                           | 8,696             | 2,073              | 8,850             | 7,350             |
| Misc. Other Expenses & Payments                  | 0                 | 0                  | 0                 | 0                 |
| Fixed Charges                                    | 0                 | 0                  | 0                 | 0                 |
| Licenses, Permits, & Fees                        | 0                 | 0                  | 0                 | 0                 |
| Taxes  | 0                 | 0                  | 0                 | 0                 |
| Grant Contributions & Awards                     | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL OTHER EXPENSE</b>                       | <b>8,696</b>      | <b>2,073</b>       | <b>8,850</b>      | <b>7,350</b>      |
| <b>PENSION, ANNUITY, DEBT, &amp; OTHER COSTS</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>EQUIPMENT, BUILDINGS, &amp; LAND</b>          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>SPECIAL PROJECTS</b>                          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL OPERATING EXPENSE</b>                   | <b>199,589</b>    | <b>198,197</b>     | <b>235,298</b>    | <b>250,807</b>    |
| <b>TRANSFERS TO OTHER FUNDS &amp; UNITS:</b>     | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL EXPENSE AND TRANSFERS</b>               | <b>199,589</b>    | <b>198,197</b>     | <b>235,298</b>    | <b>250,807</b>    |

# 45 Transportation Licensing Commission-Financial

## Transportation Licensing GSD General Fund

| REVENUE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>PROGRAM REVENUE:</b>                          |                   |                    |                   |                   |
| <b>Charges, Commissions, &amp; Fees</b>          |                   |                    |                   |                   |
| Charges For Current Services                     | 0                 | 13                 | 25                | 25                |
| Commissions and Fees                             | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Charges, Commissions, &amp; Fees</b> | <b>0</b>          | <b>13</b>          | <b>25</b>         | <b>25</b>         |
| <b>Other Governments &amp; Agencies</b>          |                   |                    |                   |                   |
| Federal Direct                                   | 0                 | 0                  | 0                 | 0                 |
| Federal Through State                            | 0                 | 0                  | 0                 | 0                 |
| Federal Through Other Pass-Through               | 0                 | 0                  | 0                 | 0                 |
| State Direct                                     | 0                 | 0                  | 0                 | 0                 |
| Other Government Agencies                        | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Governments &amp; Agencies</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>Other Program Revenue</b>                     |                   |                    |                   |                   |
| Contributions and Gifts                          | 0                 | 0                  | 0                 | 0                 |
| Miscellaneous Revenue                            | 0                 | 0                  | 0                 | 0                 |
| Use of Money or Property                         | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Program Revenue</b>            | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL PROGRAM REVENUE</b>                     | <b>0</b>          | <b>13</b>          | <b>25</b>         | <b>25</b>         |
| <b>NON-PROGRAM REVENUE:</b>                      |                   |                    |                   |                   |
| Property Taxes                                   | 0                 | 0                  | 0                 | 0                 |
| Local Option Sales Tax                           | 0                 | 0                  | 0                 | 0                 |
| Other Taxes, Licenses, & Permits                 | 105,000           | 144,609            | 160,125           | 135,775           |
| Fines, Forfeits, & Penalties                     | 0                 | 0                  | 0                 | 0                 |
| Compensation From Property                       | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL NON-PROGRAM REVENUE</b>                 | <b>105,000</b>    | <b>144,609</b>     | <b>160,125</b>    | <b>135,775</b>    |
| <b>TRANSFERS FROM OTHER FUNDS AND UNITS:</b>     | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL REVENUE AND TRANSFERS</b>               | <b>105,000</b>    | <b>144,622</b>     | <b>160,150</b>    | <b>135,800</b>    |

# 45 Transportation Licensing Commission-Financial

**Reminder:** Some classifications were deleted and new classifications (class number 10000 and above) were added to implement the 2002 Reclassification Study & Pay Plan. Many of the class changes from FY 2001 to FY 2002 were due to implementing that Study.

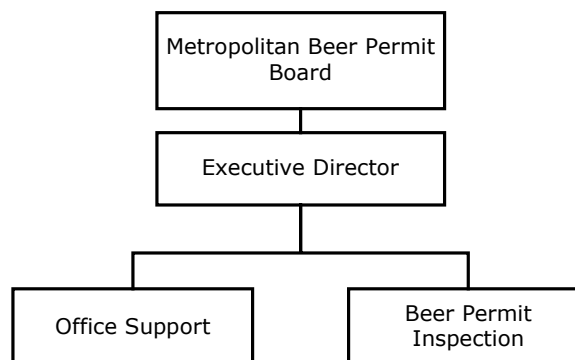
|  |              | FY 2000          |                 | FY 2001          |                 | FY 2003          |                 |
|--|--------------|------------------|-----------------|------------------|-----------------|------------------|-----------------|
| <u>Class</u>                                   | <u>Grade</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> |
| <b>45 Taxicab and Wrecker - GSD Fund 10101</b> |              |                  |                 |                  |                 |                  |                 |
| Admin Services Officer 4                       | 7245 SR12    | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Customer Service Rep 2                         | 6855 GS04    | 1                | 1.0             | 0                | 0.0             | 0                | 0.0             |
| Customer Service Rep 3                         | 7284 GS05    | 0                | 0.0             | 1                | 1.0             | 0                | 0.0             |
| Office Support Rep 3                           | 10122 SR06   | 0                | 0.0             | 0                | 0.0             | 1                | 1.0             |
| Transportation Licensing Inspector 7800        | SR09         | 2                | 2.0             | 2                | 2.0             | 2                | 2.0             |
| <b>Total Positions &amp; FTE</b>               |              | <b>4</b>         | <b>4.0</b>      | <b>4</b>         | <b>4.0</b>      | <b>4</b>         | <b>4.0</b>      |



## 34 Beer Board-At a Glance

| <b>Vision</b>                      | To provide a service to the business community in an efficient manner. To ensure compliance with State and Local laws which promote public health, safety and morals.  |                         |                         |                |                |                                    |  |  |  |                  |           |           |           |                       |   |   |   |                           |                         |                         |                         |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |                   |                   |                   |                     |         |         |         |           |   |   |   |                       |                         |                         |                         |  |  |
|------------------------------------|--|-------------------------|-------------------------|----------------|----------------|------------------------------------|--|--|--|------------------|-----------|-----------|-----------|-----------------------|---|---|---|---------------------------|-------------------------|-------------------------|-------------------------|--------------------------------|--|--|--|------------------------------|-----|-----|-----|-------------------|---|---|---|-----------------------|---|---|---|------------------------------|-------------------|-------------------|-------------------|---------------------|---------|---------|---------|-----------|---|---|---|-----------------------|-------------------------|-------------------------|-------------------------|--|--|
| <b>Mission</b>                     | To license, regulate and control the transportation, storage, sale, distribution, possession, receipt and/or manufacture of beer with an alcoholic content of not more than five percent by weight. To issue and regulate public dance permits.  |                         |                         |                |                |                                    |  |  |  |                  |           |           |           |                       |   |   |   |                           |                         |                         |                         |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |                   |                   |                   |                     |         |         |         |           |   |   |   |                       |                         |                         |                         |  |  |
| <b>Budget Summary</b>              | <table> <tr> <th></th><th><u>2000-01</u></th><th><u>2001-02</u></th><th><u>2002-03</u></th></tr> <tr> <td><b>Expenditures and Transfers:</b></td><td></td><td></td><td></td></tr> <tr> <td>GSD General Fund</td><td>\$309,397</td><td>\$344,807</td><td>\$343,771</td></tr> <tr> <td>Special purpose funds</td><td>0</td><td>0</td><td>0</td></tr> <tr> <td><b>Total Expenditures</b></td><td><b><u>\$309,397</u></b></td><td><b><u>\$344,807</u></b></td><td><b><u>\$343,771</u></b></td></tr> <tr> <td><b>Revenues and Transfers:</b></td><td></td><td></td><td></td></tr> <tr> <td>Charges, Commissions, &amp; Fees</td><td>\$0</td><td>\$0</td><td>\$0</td></tr> <tr> <td>Other Governments</td><td>0</td><td>0</td><td>0</td></tr> <tr> <td>Other Program Revenue</td><td>0</td><td>0</td><td>0</td></tr> <tr> <td><b>Total Program Revenue</b></td><td><b><u>\$0</u></b></td><td><b><u>\$0</u></b></td><td><b><u>\$0</u></b></td></tr> <tr> <td>Non-program Revenue</td><td>328,836</td><td>283,836</td><td>267,500</td></tr> <tr> <td>Transfers</td><td>0</td><td>0</td><td>0</td></tr> <tr> <td><b>Total Revenues</b></td><td><b><u>\$328,836</u></b></td><td><b><u>\$283,836</u></b></td><td><b><u>\$267,500</u></b></td></tr> </table> |                         | <u>2000-01</u>          | <u>2001-02</u> | <u>2002-03</u> | <b>Expenditures and Transfers:</b> |  |  |  | GSD General Fund | \$309,397 | \$344,807 | \$343,771 | Special purpose funds | 0 | 0 | 0 | <b>Total Expenditures</b> | <b><u>\$309,397</u></b> | <b><u>\$344,807</u></b> | <b><u>\$343,771</u></b> | <b>Revenues and Transfers:</b> |  |  |  | Charges, Commissions, & Fees | \$0 | \$0 | \$0 | Other Governments | 0 | 0 | 0 | Other Program Revenue | 0 | 0 | 0 | <b>Total Program Revenue</b> | <b><u>\$0</u></b> | <b><u>\$0</u></b> | <b><u>\$0</u></b> | Non-program Revenue | 328,836 | 283,836 | 267,500 | Transfers | 0 | 0 | 0 | <b>Total Revenues</b> | <b><u>\$328,836</u></b> | <b><u>\$283,836</u></b> | <b><u>\$267,500</u></b> |  |  |
|                                    | <u>2000-01</u>   | <u>2001-02</u>          | <u>2002-03</u>          |                |                |                                    |  |  |  |                  |           |           |           |                       |   |   |   |                           |                         |                         |                         |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |                   |                   |                   |                     |         |         |         |           |   |   |   |                       |                         |                         |                         |  |  |
| <b>Expenditures and Transfers:</b> |  |                         |                         |                |                |                                    |  |  |  |                  |           |           |           |                       |   |   |   |                           |                         |                         |                         |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |                   |                   |                   |                     |         |         |         |           |   |   |   |                       |                         |                         |                         |  |  |
| GSD General Fund                   | \$309,397  | \$344,807               | \$343,771               |                |                |                                    |  |  |  |                  |           |           |           |                       |   |   |   |                           |                         |                         |                         |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |                   |                   |                   |                     |         |         |         |           |   |   |   |                       |                         |                         |                         |  |  |
| Special purpose funds              | 0  | 0                       | 0                       |                |                |                                    |  |  |  |                  |           |           |           |                       |   |   |   |                           |                         |                         |                         |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |                   |                   |                   |                     |         |         |         |           |   |   |   |                       |                         |                         |                         |  |  |
| <b>Total Expenditures</b>          | <b><u>\$309,397</u></b>  | <b><u>\$344,807</u></b> | <b><u>\$343,771</u></b> |                |                |                                    |  |  |  |                  |           |           |           |                       |   |   |   |                           |                         |                         |                         |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |                   |                   |                   |                     |         |         |         |           |   |   |   |                       |                         |                         |                         |  |  |
| <b>Revenues and Transfers:</b>     |  |                         |                         |                |                |                                    |  |  |  |                  |           |           |           |                       |   |   |   |                           |                         |                         |                         |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |                   |                   |                   |                     |         |         |         |           |   |   |   |                       |                         |                         |                         |  |  |
| Charges, Commissions, & Fees       | \$0  | \$0                     | \$0                     |                |                |                                    |  |  |  |                  |           |           |           |                       |   |   |   |                           |                         |                         |                         |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |                   |                   |                   |                     |         |         |         |           |   |   |   |                       |                         |                         |                         |  |  |
| Other Governments                  | 0  | 0                       | 0                       |                |                |                                    |  |  |  |                  |           |           |           |                       |   |   |   |                           |                         |                         |                         |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |                   |                   |                   |                     |         |         |         |           |   |   |   |                       |                         |                         |                         |  |  |
| Other Program Revenue              | 0  | 0                       | 0                       |                |                |                                    |  |  |  |                  |           |           |           |                       |   |   |   |                           |                         |                         |                         |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |                   |                   |                   |                     |         |         |         |           |   |   |   |                       |                         |                         |                         |  |  |
| <b>Total Program Revenue</b>       | <b><u>\$0</u></b>  | <b><u>\$0</u></b>       | <b><u>\$0</u></b>       |                |                |                                    |  |  |  |                  |           |           |           |                       |   |   |   |                           |                         |                         |                         |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |                   |                   |                   |                     |         |         |         |           |   |   |   |                       |                         |                         |                         |  |  |
| Non-program Revenue                | 328,836  | 283,836                 | 267,500                 |                |                |                                    |  |  |  |                  |           |           |           |                       |   |   |   |                           |                         |                         |                         |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |                   |                   |                   |                     |         |         |         |           |   |   |   |                       |                         |                         |                         |  |  |
| Transfers                          | 0  | 0                       | 0                       |                |                |                                    |  |  |  |                  |           |           |           |                       |   |   |   |                           |                         |                         |                         |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |                   |                   |                   |                     |         |         |         |           |   |   |   |                       |                         |                         |                         |  |  |
| <b>Total Revenues</b>              | <b><u>\$328,836</u></b>  | <b><u>\$283,836</u></b> | <b><u>\$267,500</u></b> |                |                |                                    |  |  |  |                  |           |           |           |                       |   |   |   |                           |                         |                         |                         |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |                   |                   |                   |                     |         |         |         |           |   |   |   |                       |                         |                         |                         |  |  |
| <b>Positions</b>                   | Total Budgeted Positions   | 6                       | 6                       |                |                |                                    |  |  |  |                  |           |           |           |                       |   |   |   |                           |                         |                         |                         |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |                   |                   |                   |                     |         |         |         |           |   |   |   |                       |                         |                         |                         |  |  |
| <b>Contacts</b>                    | Executive Director: Patty J. Craddock      email: pat_craddock@metro.nashville.org<br>222 3 <sup>rd</sup> Avenue North, Suite 450 37201      Phone: 862-6750      FAX: 862-6754  |                         |                         |                |                |                                    |  |  |  |                  |           |           |           |                       |   |   |   |                           |                         |                         |                         |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |                   |                   |                   |                     |         |         |         |           |   |   |   |                       |                         |                         |                         |  |  |

### Organizational Structure



# 34 Beer Board-At a Glance

## Budget Highlights FY 2003

|   |                        |
|---|------------------------|
| • Pay Plan/Benefit adjustments                  | \$12,600               |
| • 800 MHz Radio System                          | -1,399                 |
| • Fleet Management Consolidation net adjustment | -8,751                 |
| • Information Systems billings                  | -1,643                 |
| • Telecommunication net adjustment              | -1,843                 |
| Total   | <u><u>-\$1,036</u></u> |

## Overview

### METROPOLITAN BEER PERMIT BOARD

The beer board regulates the transportation, storage, sale, distribution, and possession of alcoholic beverages that have less than five percent alcohol by weight. The board is additionally responsible for the issuance of permits for permission to operate dancehalls.

The board consists of seven members appointed by the Mayor and approved by the metropolitan council. Members serve a four year term. The board has a staff of six.

Board staff are responsible for issuing permits and monitoring and inspecting permitted establishments for compliance with the beer and public dance laws. The board and staff work in conjunction with the Police, Health, Zoning, and Fire Marshall's offices.

### OFFICE SUPPORT

Office Support processes beer and dance applications and collects fines and fees accordingly.

### BEER PERMIT INSPECTION

Beer Permit Inspection inspects locations applying for a beer permit and checks for all beer violations.

See recent performance audit of Beer Board at [www.nashville.gov/finance/Internal\\_Audit/Beer\\_Audit.htm](http://www.nashville.gov/finance/Internal_Audit/Beer_Audit.htm)

## 34 Beer Board-Performance

| Objectives                                 | Performance Measures                       | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|--|-------------------|--------------------|-------------------|-------------------|
| <b>OFFICE SUPPORT</b>                      |  |                   |                    |                   |                   |
| 1. Process applications for beer permits.  | a. Beer permit applications processed**    | 314               | 418                | 314               | 410               |
|  | b. Applications withdrawn or denied        | 12                | 12                 | 12                | 12                |
| 2. Process applications for dance permits. | a. Dance applications processed            | 123               | 308                | 123               | 238               |
|  | b. Dance applications withdrawn or denied* | 2                 | 2                  | 2                 | 2                 |

\* The increase in the number of applications withdrawn or denied is due to the increase in applicants whose businesses fail to meet legal distance requirements and who have applied too late to be grandfathered.

\*\* The increase in beer permit applications is due to an increase in the number of new businesses and changes in business ownership.

# 34 Beer Board-Financial

## Beer Board GSD General Fund

| EXPENSE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>OPERATING EXPENSE:</b>                        |                   |                    |                   |                   |
| <b>PERSONAL SERVICES:</b>                        |                   |                    |                   |                   |
| Salary Expense                                   | 218,473           | 208,447            | 232,068           | 243,068           |
| Fringe Benefits                                  | 48,888            | 48,605             | 50,384            | 51,984            |
| Per Diem & Other Fees                            | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL PERSONAL SERVICES</b>                   | <b>267,361</b>    | <b>257,052</b>     | <b>282,452</b>    | <b>295,052</b>    |
| <b>OTHER SERVICES:</b>                           |                   |                    |                   |                   |
| Utilities  | 0                 | 0                  | 0                 | 0                 |
| Professional Services                            | 0                 | 20                 | 0                 | 0                 |
| Purchased Services                               | 1,248             | 52                 | 1,248             | 1,248             |
| Travel   | 0                 | 365                | 0                 | 0                 |
| Communications                                   | 0                 | 0                  | 0                 | 0                 |
| Printing   | 1,741             | 60                 | 1,041             | 1,041             |
| Advertising & Promotion                          | 0                 | 366                | 0                 | 0                 |
| Subscriptions                                    | 343               | 255                | 343               | 343               |
| Tuition, Reg., & Membership Dues                 | 0                 | 0                  | 0                 | 0                 |
| Repairs & Maintenance Services                   | 0                 | 875                | 950               | 950               |
| Internal Service Fees                            | 34,305            | 25,089             | 52,563            | 38,927            |
| <b>TOTAL OTHER SERVICES</b>                      | <b>37,637</b>     | <b>27,082</b>      | <b>56,145</b>     | <b>42,509</b>     |
| <b>OTHER EXPENSE:</b>                            |                   |                    |                   |                   |
| Supplies and Materials                           | 2,544             | 3,463              | 4,355             | 4,355             |
| Misc. Other Expenses & Payments                  | 0                 | 0                  | 0                 | 0                 |
| Fixed Charges                                    | 1,855             | 950                | 1,855             | 1,855             |
| Licenses, Permits, & Fees                        | 0                 | 32                 | 0                 | 0                 |
| Taxes  | 0                 | 0                  | 0                 | 0                 |
| Grant Contributions & Awards                     | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL OTHER EXPENSE</b>                       | <b>4,399</b>      | <b>4,445</b>       | <b>6,210</b>      | <b>6,210</b>      |
| <b>PENSION, ANNUITY, DEBT, &amp; OTHER COSTS</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>EQUIPMENT, BUILDINGS, &amp; LAND</b>          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>SPECIAL PROJECTS</b>                          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL OPERATING EXPENSE</b>                   | <b>309,397</b>    | <b>288,579</b>     | <b>344,807</b>    | <b>343,771</b>    |
| <b>TRANSFERS TO OTHER FUNDS &amp; UNITS:</b>     | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL EXPENSE AND TRANSFERS</b>               | <b>309,397</b>    | <b>288,579</b>     | <b>344,807</b>    | <b>343,771</b>    |

# 34 Beer Board-Financial

## Beer Board GSD General Fund

| REVENUE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>PROGRAM REVENUE:</b>                          |                   |                    |                   |                   |
| <b>Charges, Commissions, &amp; Fees</b>          |                   |                    |                   |                   |
| Charges For Current Services                     | 0                 | 330                | 0                 | 0                 |
| Commissions and Fees                             | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Charges, Commissions, &amp; Fees</b> | <b>0</b>          | <b>330</b>         | <b>0</b>          | <b>0</b>          |
| <b>Other Governments &amp; Agencies</b>          |                   |                    |                   |                   |
| Federal Direct                                   | 0                 | 0                  | 0                 | 0                 |
| Federal Through State                            | 0                 | 0                  | 0                 | 0                 |
| Federal Through Other Pass-Through               | 0                 | 0                  | 0                 | 0                 |
| State Direct                                     | 0                 | 0                  | 0                 | 0                 |
| Other Government Agencies                        | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Governments &amp; Agencies</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>Other Program Revenue</b>                     |                   |                    |                   |                   |
| Contributions and Gifts                          | 0                 | 0                  | 0                 | 0                 |
| Miscellaneous Revenue                            | 0                 | 0                  | 0                 | 0                 |
| Use of Money or Property                         | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Program Revenue</b>            | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL PROGRAM REVENUE</b>                     | <b>0</b>          | <b>330</b>         | <b>0</b>          | <b>0</b>          |
| <b>NON-PROGRAM REVENUE:</b>                      |                   |                    |                   |                   |
| Property Taxes                                   | 0                 | 0                  | 0                 | 0                 |
| Local Option Sales Tax                           | 0                 | 0                  | 0                 | 0                 |
| Other Taxes, Licenses, & Permits                 | 253,836           | 281,346            | 253,836           | 266,300           |
| Fines, Forfeits, & Penalties                     | 75,000            | 33,250             | 30,000            | 1,200             |
| Compensation From Property                       | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL NON-PROGRAM REVENUE</b>                 | <b>328,836</b>    | <b>314,596</b>     | <b>283,836</b>    | <b>267,500</b>    |
| <b>TRANSFERS FROM OTHER FUNDS AND UNITS:</b>     | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL REVENUE AND TRANSFERS</b>               | <b>328,836</b>    | <b>314,926</b>     | <b>283,836</b>    | <b>267,500</b>    |

## 34 Beer Board-Financial

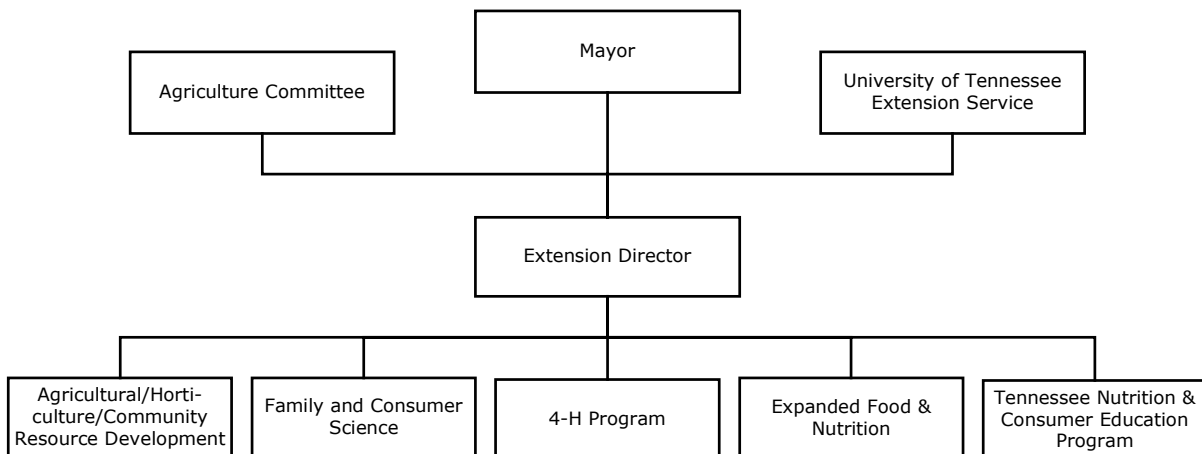
**Reminder:** Some classifications were deleted and new classifications (class number 10000 and above) were added to implement the 2002 Reclassification Study & Pay Plan. Many of the class changes from FY 2001 to FY 2002 were due to implementing that Study.

|                                       | <u>Class</u> | <u>Grade</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> |
|---------------------------------------|--------------|--------------|------------------|-----------------|------------------|-----------------|------------------|-----------------|
| <b>34 Beer Board - GSD Fund 10101</b> |              |              |                  |                 |                  |                 |                  |                 |
| Beer Permit Bd-Exec Dir               | 6907         | DP01         | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Beer Permit Inspector 1               | 7251         | SR08         | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Beer Permit Inspector 2               | 7723         | SR09         | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Office Assistant 3                    | 7749         | GS05         | 1                | 1.0             | 1                | 1.0             | 0                | 0.0             |
| Office Manager 1                      | 5956         | GS06         | 1                | 1.0             | 1                | 1.0             | 0                | 0.0             |
| Office Manager 3                      | 7340         | GS08         | 1                | 1.0             | 1                | 1.0             | 0                | 0.0             |
| Office Support Manager                | 10119        | SR09         | 0                | 0.0             | 0                | 0.0             | 1                | 1.0             |
| Office Support Rep 3                  | 10122        | SR06         | 0                | 0.0             | 0                | 0.0             | 1                | 1.0             |
| Office Support Spec 1                 | 10123        | SR07         | 0                | 0.0             | 0                | 0.0             | 1                | 1.0             |
| <b>Total Positions &amp; FTE</b>      |              |              | <b>6</b>         | <b>6.0</b>      | <b>6</b>         | <b>6.0</b>      | <b>6</b>         | <b>6.0</b>      |

## 35 Agricultural Extension Service-At a Glance

| <b>Vision</b>                      | The Davidson County Extension Service sees itself as an organization successfully linking university research and experiential learning to the ever-changing issues and needs of the people of Metropolitan Nashville and Davidson County.   |                         |                         |                |                |                                    |  |  |  |                  |           |           |           |                       |   |   |   |                           |                         |                         |                         |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |            |            |            |                     |   |   |   |           |   |   |   |                       |                   |                   |                   |  |  |
|------------------------------------|--|-------------------------|-------------------------|----------------|----------------|------------------------------------|--|--|--|------------------|-----------|-----------|-----------|-----------------------|---|---|---|---------------------------|-------------------------|-------------------------|-------------------------|--------------------------------|--|--|--|------------------------------|-----|-----|-----|-------------------|---|---|---|-----------------------|---|---|---|------------------------------|------------|------------|------------|---------------------|---|---|---|-----------|---|---|---|-----------------------|-------------------|-------------------|-------------------|--|--|
| <b>Mission</b>                     | The mission of the Extension Service is to help people improve their lives through education, using research-based information focused on issues and needs.  |                         |                         |                |                |                                    |  |  |  |                  |           |           |           |                       |   |   |   |                           |                         |                         |                         |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |            |            |            |                     |   |   |   |           |   |   |   |                       |                   |                   |                   |  |  |
| <b>Budget Summary</b>              | <table><thead><tr><th></th><th><u>2000-01</u></th><th><u>2001-02</u></th><th><u>2002-03</u></th></tr></thead><tbody><tr><td><b>Expenditures and Transfers:</b></td><td></td><td></td><td></td></tr><tr><td>GSD General Fund</td><td>\$318,488</td><td>\$343,366</td><td>\$361,462</td></tr><tr><td>Special purpose funds</td><td>0</td><td>0</td><td>0</td></tr><tr><td><b>Total Expenditures</b></td><td><u><b>\$318,488</b></u></td><td><u><b>\$343,366</b></u></td><td><u><b>\$361,462</b></u></td></tr><tr><td><b>Revenues and Transfers:</b></td><td></td><td></td><td></td></tr><tr><td>Charges, Commissions, &amp; Fees</td><td>\$0</td><td>\$0</td><td>\$0</td></tr><tr><td>Other Governments</td><td>0</td><td>0</td><td>0</td></tr><tr><td>Other Program Revenue</td><td>0</td><td>0</td><td>0</td></tr><tr><td><b>Total Program Revenue</b></td><td><b>\$0</b></td><td><b>\$0</b></td><td><b>\$0</b></td></tr><tr><td>Non-program Revenue</td><td>0</td><td>0</td><td>0</td></tr><tr><td>Transfers</td><td>0</td><td>0</td><td>0</td></tr><tr><td><b>Total Revenues</b></td><td><u><b>\$0</b></u></td><td><u><b>\$0</b></u></td><td><u><b>\$0</b></u></td></tr></tbody></table> |                         | <u>2000-01</u>          | <u>2001-02</u> | <u>2002-03</u> | <b>Expenditures and Transfers:</b> |  |  |  | GSD General Fund | \$318,488 | \$343,366 | \$361,462 | Special purpose funds | 0 | 0 | 0 | <b>Total Expenditures</b> | <u><b>\$318,488</b></u> | <u><b>\$343,366</b></u> | <u><b>\$361,462</b></u> | <b>Revenues and Transfers:</b> |  |  |  | Charges, Commissions, & Fees | \$0 | \$0 | \$0 | Other Governments | 0 | 0 | 0 | Other Program Revenue | 0 | 0 | 0 | <b>Total Program Revenue</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | Non-program Revenue | 0 | 0 | 0 | Transfers | 0 | 0 | 0 | <b>Total Revenues</b> | <u><b>\$0</b></u> | <u><b>\$0</b></u> | <u><b>\$0</b></u> |  |  |
|                                    | <u>2000-01</u>   | <u>2001-02</u>          | <u>2002-03</u>          |                |                |                                    |  |  |  |                  |           |           |           |                       |   |   |   |                           |                         |                         |                         |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |            |            |            |                     |   |   |   |           |   |   |   |                       |                   |                   |                   |  |  |
| <b>Expenditures and Transfers:</b> |  |                         |                         |                |                |                                    |  |  |  |                  |           |           |           |                       |   |   |   |                           |                         |                         |                         |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |            |            |            |                     |   |   |   |           |   |   |   |                       |                   |                   |                   |  |  |
| GSD General Fund                   | \$318,488  | \$343,366               | \$361,462               |                |                |                                    |  |  |  |                  |           |           |           |                       |   |   |   |                           |                         |                         |                         |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |            |            |            |                     |   |   |   |           |   |   |   |                       |                   |                   |                   |  |  |
| Special purpose funds              | 0  | 0                       | 0                       |                |                |                                    |  |  |  |                  |           |           |           |                       |   |   |   |                           |                         |                         |                         |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |            |            |            |                     |   |   |   |           |   |   |   |                       |                   |                   |                   |  |  |
| <b>Total Expenditures</b>          | <u><b>\$318,488</b></u>  | <u><b>\$343,366</b></u> | <u><b>\$361,462</b></u> |                |                |                                    |  |  |  |                  |           |           |           |                       |   |   |   |                           |                         |                         |                         |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |            |            |            |                     |   |   |   |           |   |   |   |                       |                   |                   |                   |  |  |
| <b>Revenues and Transfers:</b>     |  |                         |                         |                |                |                                    |  |  |  |                  |           |           |           |                       |   |   |   |                           |                         |                         |                         |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |            |            |            |                     |   |   |   |           |   |   |   |                       |                   |                   |                   |  |  |
| Charges, Commissions, & Fees       | \$0  | \$0                     | \$0                     |                |                |                                    |  |  |  |                  |           |           |           |                       |   |   |   |                           |                         |                         |                         |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |            |            |            |                     |   |   |   |           |   |   |   |                       |                   |                   |                   |  |  |
| Other Governments                  | 0  | 0                       | 0                       |                |                |                                    |  |  |  |                  |           |           |           |                       |   |   |   |                           |                         |                         |                         |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |            |            |            |                     |   |   |   |           |   |   |   |                       |                   |                   |                   |  |  |
| Other Program Revenue              | 0  | 0                       | 0                       |                |                |                                    |  |  |  |                  |           |           |           |                       |   |   |   |                           |                         |                         |                         |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |            |            |            |                     |   |   |   |           |   |   |   |                       |                   |                   |                   |  |  |
| <b>Total Program Revenue</b>       | <b>\$0</b>   | <b>\$0</b>              | <b>\$0</b>              |                |                |                                    |  |  |  |                  |           |           |           |                       |   |   |   |                           |                         |                         |                         |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |            |            |            |                     |   |   |   |           |   |   |   |                       |                   |                   |                   |  |  |
| Non-program Revenue                | 0  | 0                       | 0                       |                |                |                                    |  |  |  |                  |           |           |           |                       |   |   |   |                           |                         |                         |                         |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |            |            |            |                     |   |   |   |           |   |   |   |                       |                   |                   |                   |  |  |
| Transfers                          | 0  | 0                       | 0                       |                |                |                                    |  |  |  |                  |           |           |           |                       |   |   |   |                           |                         |                         |                         |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |            |            |            |                     |   |   |   |           |   |   |   |                       |                   |                   |                   |  |  |
| <b>Total Revenues</b>              | <u><b>\$0</b></u>  | <u><b>\$0</b></u>       | <u><b>\$0</b></u>       |                |                |                                    |  |  |  |                  |           |           |           |                       |   |   |   |                           |                         |                         |                         |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |            |            |            |                     |   |   |   |           |   |   |   |                       |                   |                   |                   |  |  |
| <b>Positions</b>                   | Total Budgeted Positions   | 6                       | 11                      | 11             |                |                                    |  |  |  |                  |           |           |           |                       |   |   |   |                           |                         |                         |                         |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |            |            |            |                     |   |   |   |           |   |   |   |                       |                   |                   |                   |  |  |
| <b>Contacts</b>                    | Extension Director: Jim Johnson  |                         |                         |                |                |                                    |  |  |  |                  |           |           |           |                       |   |   |   |                           |                         |                         |                         |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |            |            |            |                     |   |   |   |           |   |   |   |                       |                   |                   |                   |  |  |

### Organizational Structure



# 35 Agricultural Extension Service-At a Glance

## Budget Highlights FY 2003

|                                  |                 |
|----------------------------------|-----------------|
| Pay Plan/Benefit adjustments     | \$10,700        |
| Postal Service rates increase    | 300             |
| Information Systems billings     | 7,819           |
| Telecommunication net adjustment | -723            |
| Total                            | <u>\$18,096</u> |

## Overview

The Smith-Lever Act of 1914 established the Agricultural Extension Service (AES). It is the off-campus educational unit of the land grant universities: The University of Tennessee and Tennessee State University Agricultural Extension Service. It provides informal educational programs in agriculture, horticulture, family and consumer sciences, and supports and organizes 4-H programs.

### AGRICULTURE/HORTICULTURE/COMMUNITY RESOURCE DEVELOPMENT

The Agriculture/Horticulture programs utilize direct client contact, group meetings, demonstrations and a variety of teaching resources to help farmers, landscapers, and homeowners adopt management practices that are economically and environmentally sound. Our plant pathology and soil testing laboratories located at Ellington Agricultural Center are used extensively, along with specialists from The University of Tennessee and Tennessee State University, to help solve problems for clients.

These educational programs not only help individuals and businesses, they also train volunteers that serve as an extension of the Extension Service.

The most successful program in the area of agriculture and horticulture is the Master Gardener program, which serves as a leader and a model for other Tennessee counties that are starting the program.

Volunteers conduct demonstrations at many events including the Nashville Lawn & Garden Show and the Tennessee State Fair.

Davidson County Master Gardeners carry out many organized projects and have received numerous awards and recognition including the Search for Excellence award at the 2001 International Master Gardener Conference in Orlando, Florida. [www.nashville.org/aes/mg](http://www.nashville.org/aes/mg)

### FAMILY AND CONSUMER SCIENCE

The Family Consumer Sciences (FCS) programs are designed to strengthen families, individuals, and communities through education. Educational efforts are conducted in the areas of financial management, housing, and environmental issues. Programs are targeted to families and individuals who need us the most, such as the working poor, young parents, working families, elderly, and young children. For more detailed information see [www.Nashville.org/aes/family.html](http://www.Nashville.org/aes/family.html). Classes that are provided include:

- Getting on Financial Track
- Developing a Spending Plan
- Living on Less Income
- First Time Home Buyer Education
- Teaching Money Management to Children
- Credit Smart Kids
- Workforce Preparation (Adult and Youth)
- Radon – What is it?
- Is there lead in your home?

### 4-H PROGRAM

The 4-H Program encourages diverse groups of youth to develop their unique skills and talents to the fullest potential. Davidson County youth, ages 9-19, participate in 4-H through clubs, special interest groups, after school programs, camps, and many other activities. "Learning by doing" through hands-on activities and community involvement empowers 4-H members to develop and strengthen life skills.



Davidson County has one of the largest 4-H memberships in the state. Davidson County 4-H clubs have produced many state and national winners in project competition.

As we celebrate the centennial birthday, 4-H is changing to meet the needs of today's youth. Programs are offered in workforce development, character education, communication skills, volunteer development and leadership development. Learning opportunities are available in more than 50 project areas.

[www.nashville.org/aes/4hclubs.html](http://www.nashville.org/aes/4hclubs.html)

### EXPANDED FOOD & NUTRITION (EFNEP) AND TENNESSEE NUTRITION & CONSUMER EDUCATION PROGRAM (TNCEP)

These federal and state funded nutrition programs provide education to Davidson County residents through the local Extension Office.

The EFNEP program provides education in basic nutrition, food resource management and food safety for limited income families. The TNCEP program covers food security, food safety, shopping behavior/food resource management and diet for food stamp eligible persons.



## 35 Agricultural Extension Service-Financial

| Objectives   | Performance Measures   | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|--|-------------------|--------------------|-------------------|-------------------|
| <b>Agricultural/Horticulture</b>   |  |                   |                    |                   |                   |
| 1. Provide research-based information and teaching in the area of agriculture and horticulture to encourage the adoption of management practices that are economically and environmentally sound for the citizens and businesses of Davidson County.                                       | a. Educational classes (number attending)                              | 7,000             | 8,056              | 7,500             | 7,500             |
|  | b. Educational demonstrations (number attending)                       |                   | 917                | 1,000             | 1,000             |
|  | c. Other educational contacts (on-site visit, office visit, telephone) |                   | 3,363              | 3,500             | 3,500             |
|  | d. Number Master Gardeners completing training (calendar year)         |                   | 144                | 150               | 150               |
|  | e. Master Gardner volunteer hours reported (calendar year)             |                   | 13,105             | 14,000            | 14,000            |
| <b>Family and Consumer Sciences</b>  |  |                   |                    |                   |                   |
| 1. Provide Family and Consumer Sciences information to families and individuals through various educational tools.   | a. Educational classes (number attending)                              | 2,400             | 18,016             | 2,700             | 10,000            |
|  | b. FCE members/leaders   | 498               | 452                | 480               | 400               |
|  | c. Consumer educational requests                                       | 1,500             | 1,674              | 1,600             | 1,675             |
| <b>4-H Programs</b>  |  |                   |                    |                   |                   |
| 1. 4-H members will participate in research-based extension educational experiences that will stimulate members to gain knowledge, develop life skills, and form positive attitudes to prepare them to become capable, responsible and compassionate adults. Communications and workforce. | a. Total 4-H Enrollment  | 5,200             | 4,558              | 3,000             | 3,000             |
|  | b. Total 4-H clubs   | 200               | 180                | 120               | 120               |
|  | c. Participation in local 4-H communications program activities        |                   |                    | 6,000             | 6,000             |
|  | d. Participation in workforce preparation program activities           |                   |                    | 1,000             | 1,000             |
|  | e. Total 4-H contacts  | 75,000            | 76,983             | 45,000            | 45,000            |
|  | f. Number of 4-H adult volunteer leaders                               | 350               | 304                | 300               | 300               |

# 35 Agricultural Extension Service-Financial

## Agricultural Extension GSD General Fund

| EXPENSE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>OPERATING EXPENSE:</b>                        |                   |                    |                   |                   |
| <b>PERSONAL SERVICES:</b>                        |                   |                    |                   |                   |
| Salary Expense                                   | 247,448           | 253,810            | 262,546           | 271,946           |
| Fringe Benefits                                  | 45,723            | 22,180             | 47,739            | 49,039            |
| Per Diem & Other Fees                            | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL PERSONAL SERVICES</b>                   | <b>293,171</b>    | <b>275,990</b>     | <b>310,285</b>    | <b>320,985</b>    |
| <b>OTHER SERVICES:</b>                           |                   |                    |                   |                   |
| Utilities  | 0                 | 0                  | 0                 | 0                 |
| Professional Services                            | 0                 | 0                  | 0                 | 0                 |
| Purchased Services                               | 438               | 226                | 438               | 438               |
| Travel   | 117               | 91                 | 117               | 117               |
| Communications                                   | 50                | 0                  | 50                | 50                |
| Printing   | 0                 | 0                  | 0                 | 0                 |
| Advertising & Promotion                          | 0                 | 0                  | 0                 | 0                 |
| Subscriptions                                    | 0                 | 0                  | 0                 | 0                 |
| Tuition, Reg., & Membership Dues                 | 525               | 0                  | 525               | 525               |
| Repairs & Maintenance Services                   | 1,214             | 40                 | 1,214             | 1,214             |
| Internal Service Fees                            | 4,447             | 3,032              | 10,987            | 18,383            |
| <b>TOTAL OTHER SERVICES</b>                      | <b>6,791</b>      | <b>3,389</b>       | <b>13,331</b>     | <b>20,727</b>     |
| <b>OTHER EXPENSE:</b>                            |                   |                    |                   |                   |
| Supplies and Materials                           | 1,278             | 212                | 2,502             | 2,502             |
| Misc. Other Expenses & Payments                  | 0                 | 0                  | 0                 | 0                 |
| Fixed Charges                                    | 0                 | 0                  | 0                 | 0                 |
| Licenses, Permits, & Fees                        | 0                 | 0                  | 0                 | 0                 |
| Taxes  | 0                 | 0                  | 0                 | 0                 |
| Grant Contributions & Awards                     | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL OTHER EXPENSE</b>                       | <b>1,278</b>      | <b>212</b>         | <b>2,502</b>      | <b>2,502</b>      |
| <b>PENSION, ANNUITY, DEBT, &amp; OTHER COSTS</b> | <b>17,248</b>     | <b>16,809</b>      | <b>17,248</b>     | <b>17,248</b>     |
| <b>EQUIPMENT, BUILDINGS, &amp; LAND</b>          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>SPECIAL PROJECTS</b>                          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL OPERATING EXPENSE</b>                   | <b>318,488</b>    | <b>296,400</b>     | <b>343,366</b>    | <b>361,462</b>    |
| <b>TRANSFERS TO OTHER FUNDS &amp; UNITS:</b>     | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL EXPENSE AND TRANSFERS</b>               | <b>318,488</b>    | <b>296,400</b>     | <b>343,366</b>    | <b>361,462</b>    |

# 35 Agricultural Extension Service-Financial

## Agricultural Extension GSD General Fund

| REVENUE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>PROGRAM REVENUE:</b>                          |                   |                    |                   |                   |
| <b>Charges, Commissions, &amp; Fees</b>          |                   |                    |                   |                   |
| Charges For Current Services                     | 0                 | 0                  | 0                 | 0                 |
| Commissions and Fees                             | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Charges, Commissions, &amp; Fees</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>Other Governments &amp; Agencies</b>          |                   |                    |                   |                   |
| Federal Direct                                   | 0                 | 0                  | 0                 | 0                 |
| Federal Through State                            | 0                 | 0                  | 0                 | 0                 |
| Federal Through Other Pass-Through               | 0                 | 0                  | 0                 | 0                 |
| State Direct                                     | 0                 | 0                  | 0                 | 0                 |
| Other Government Agencies                        | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Governments &amp; Agencies</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>Other Program Revenue</b>                     |                   |                    |                   |                   |
| Contributions and Gifts                          | 0                 | 0                  | 0                 | 0                 |
| Miscellaneous Revenue                            | 0                 | 0                  | 0                 | 0                 |
| Use of Money or Property                         | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Program Revenue</b>            | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL PROGRAM REVENUE</b>                     | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>NON-PROGRAM REVENUE:</b>                      |                   |                    |                   |                   |
| Property Taxes                                   | 0                 | 0                  | 0                 | 0                 |
| Local Option Sales Tax                           | 0                 | 0                  | 0                 | 0                 |
| Other Taxes, Licenses, & Permits                 | 0                 | 0                  | 0                 | 0                 |
| Fines, Forfeits, & Penalties                     | 0                 | 0                  | 0                 | 0                 |
| Compensation From Property                       | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL NON-PROGRAM REVENUE</b>                 | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TRANSFERS FROM OTHER FUNDS AND UNITS:</b>     | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL REVENUE AND TRANSFERS</b>               | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |

# 35 Agricultural Extension Service-Financial

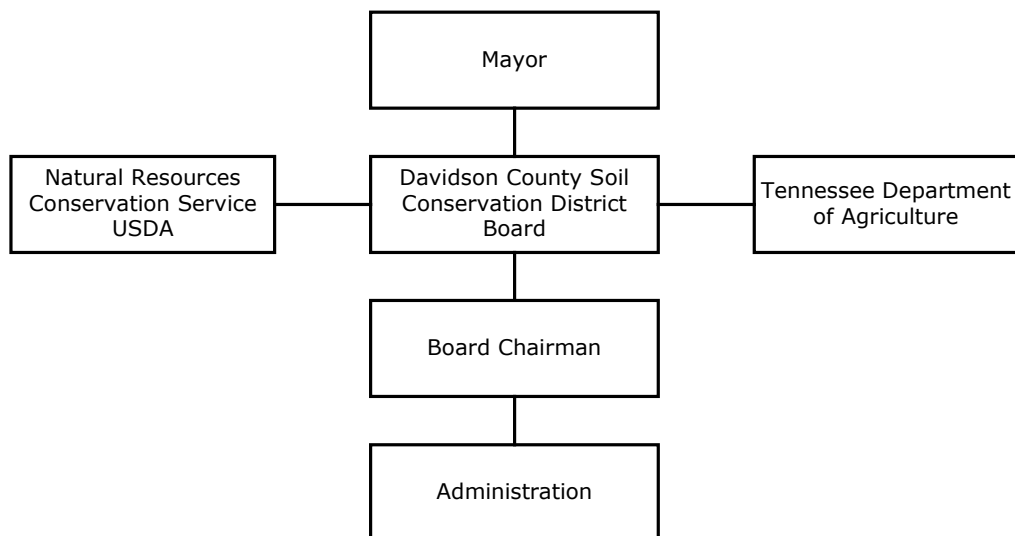
**Reminder:** Some classifications were deleted and new classifications (class number 10000 and above) were added to implement the 2002 Reclassification Study & Pay Plan. Many of the class changes from FY 2001 to FY 2002 were due to implementing that Study.

|   |              |              | FY 2001          |                 | FY 2002          |                 | FY 2003          |                 |
|---|--------------|--------------|------------------|-----------------|------------------|-----------------|------------------|-----------------|
|   | <u>Class</u> | <u>Grade</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> |
| <b>35 Agricultural Extension - GSD Fund 10101</b> |              |              |                  |                 |                  |                 |                  |                 |
| Associate Extension Agent                         | 2410         | GS02         | 1                | 1.0             | 0                | 0.0             | 0                | 0.0             |
| Custodian 1                                       | 7280         | TG03         | 1                | 0.4             | 1                | 0.4             | 1                | 0.4             |
| Extension Agent                                   | 0090         | GS05         | 4                | 4.0             | 0                | 0.0             | 0                | 0.0             |
| Extension Agent 1                                 | 0240         | SR02         | 0                | 0.0             | 1                | 1.0             | 1                | 1.0             |
| Extension Agent 2                                 | 2410         | SR03         | 0                | 0.0             | 3                | 3.0             | 3                | 3.0             |
| Extension Agent 3                                 | 0090         | SR06         | 0                | 0.0             | 3                | 3.0             | 3                | 3.0             |
| Extension Director                                | 1967         | SR08         | 0                | 0.0             | 1                | 1.0             | 1                | 1.0             |
| Extension Leader                                  | 1967         | GS07         | 1                | 1.0             | 0                | 0.0             | 0                | 0.0             |
| Office Assistant 1                                | 7747         | GS03         | 2                | 2.0             | 0                | 0.0             | 0                | 0.0             |
| Office Support Rep 1                              | 10120        | SR04         | 0                | 0.0             | 2                | 2.0             | 2                | 2.0             |
| <b>Total Positions &amp; FTE</b>                  |              |              | <b>6</b>         | <b>5.4</b>      | <b>11</b>        | <b>10.37</b>    | <b>11</b>        | <b>10.37</b>    |

## 36 Soil and Water Conservation-At a Glance

| <b>Vision</b>                      | The Davidson County Soil Conservation District sees itself as a leader for developing conserving and preserving the natural resources in our county.   |                 |                 |         |         |                                    |  |  |  |                  |          |          |          |                       |   |   |   |                           |                 |                 |                 |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |            |            |            |                     |   |   |   |           |   |   |   |                       |            |            |            |  |  |
|------------------------------------|--|-----------------|-----------------|---------|---------|------------------------------------|--|--|--|------------------|----------|----------|----------|-----------------------|---|---|---|---------------------------|-----------------|-----------------|-----------------|--------------------------------|--|--|--|------------------------------|-----|-----|-----|-------------------|---|---|---|-----------------------|---|---|---|------------------------------|------------|------------|------------|---------------------|---|---|---|-----------|---|---|---|-----------------------|------------|------------|------------|--|--|
| <b>Mission</b>                     | To study, plan, and provide technical and educational assistance on soil, water and environment related problems to individuals, groups and units of government in Davidson County.  |                 |                 |         |         |                                    |  |  |  |                  |          |          |          |                       |   |   |   |                           |                 |                 |                 |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |            |            |            |                     |   |   |   |           |   |   |   |                       |            |            |            |  |  |
| <b>Budget Summary</b>              | <table> <tr> <th></th><th>2000-01</th><th>2001-02</th><th>2002-03</th></tr> <tr> <td><b>Expenditures and Transfers:</b></td><td></td><td></td><td></td></tr> <tr> <td>GSD General Fund</td><td>\$69,457</td><td>\$72,703</td><td>\$75,465</td></tr> <tr> <td>Special purpose funds</td><td>0</td><td>0</td><td>0</td></tr> <tr> <td><b>Total Expenditures</b></td><td><b>\$69,457</b></td><td><b>\$72,703</b></td><td><b>\$75,465</b></td></tr> <tr> <td><b>Revenues and Transfers:</b></td><td></td><td></td><td></td></tr> <tr> <td>Charges, Commissions, &amp; Fees</td><td>\$0</td><td>\$0</td><td>\$0</td></tr> <tr> <td>Other Governments</td><td>0</td><td>0</td><td>0</td></tr> <tr> <td>Other Program Revenue</td><td>0</td><td>0</td><td>0</td></tr> <tr> <td><b>Total Program Revenue</b></td><td><b>\$0</b></td><td><b>\$0</b></td><td><b>\$0</b></td></tr> <tr> <td>Non-program Revenue</td><td>0</td><td>0</td><td>0</td></tr> <tr> <td>Transfers</td><td>0</td><td>0</td><td>0</td></tr> <tr> <td><b>Total Revenues</b></td><td><b>\$0</b></td><td><b>\$0</b></td><td><b>\$0</b></td></tr> </table> |                 | 2000-01         | 2001-02 | 2002-03 | <b>Expenditures and Transfers:</b> |  |  |  | GSD General Fund | \$69,457 | \$72,703 | \$75,465 | Special purpose funds | 0 | 0 | 0 | <b>Total Expenditures</b> | <b>\$69,457</b> | <b>\$72,703</b> | <b>\$75,465</b> | <b>Revenues and Transfers:</b> |  |  |  | Charges, Commissions, & Fees | \$0 | \$0 | \$0 | Other Governments | 0 | 0 | 0 | Other Program Revenue | 0 | 0 | 0 | <b>Total Program Revenue</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | Non-program Revenue | 0 | 0 | 0 | Transfers | 0 | 0 | 0 | <b>Total Revenues</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> |  |  |
|                                    | 2000-01  | 2001-02         | 2002-03         |         |         |                                    |  |  |  |                  |          |          |          |                       |   |   |   |                           |                 |                 |                 |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |            |            |            |                     |   |   |   |           |   |   |   |                       |            |            |            |  |  |
| <b>Expenditures and Transfers:</b> |  |                 |                 |         |         |                                    |  |  |  |                  |          |          |          |                       |   |   |   |                           |                 |                 |                 |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |            |            |            |                     |   |   |   |           |   |   |   |                       |            |            |            |  |  |
| GSD General Fund                   | \$69,457   | \$72,703        | \$75,465        |         |         |                                    |  |  |  |                  |          |          |          |                       |   |   |   |                           |                 |                 |                 |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |            |            |            |                     |   |   |   |           |   |   |   |                       |            |            |            |  |  |
| Special purpose funds              | 0  | 0               | 0               |         |         |                                    |  |  |  |                  |          |          |          |                       |   |   |   |                           |                 |                 |                 |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |            |            |            |                     |   |   |   |           |   |   |   |                       |            |            |            |  |  |
| <b>Total Expenditures</b>          | <b>\$69,457</b>  | <b>\$72,703</b> | <b>\$75,465</b> |         |         |                                    |  |  |  |                  |          |          |          |                       |   |   |   |                           |                 |                 |                 |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |            |            |            |                     |   |   |   |           |   |   |   |                       |            |            |            |  |  |
| <b>Revenues and Transfers:</b>     |  |                 |                 |         |         |                                    |  |  |  |                  |          |          |          |                       |   |   |   |                           |                 |                 |                 |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |            |            |            |                     |   |   |   |           |   |   |   |                       |            |            |            |  |  |
| Charges, Commissions, & Fees       | \$0  | \$0             | \$0             |         |         |                                    |  |  |  |                  |          |          |          |                       |   |   |   |                           |                 |                 |                 |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |            |            |            |                     |   |   |   |           |   |   |   |                       |            |            |            |  |  |
| Other Governments                  | 0  | 0               | 0               |         |         |                                    |  |  |  |                  |          |          |          |                       |   |   |   |                           |                 |                 |                 |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |            |            |            |                     |   |   |   |           |   |   |   |                       |            |            |            |  |  |
| Other Program Revenue              | 0  | 0               | 0               |         |         |                                    |  |  |  |                  |          |          |          |                       |   |   |   |                           |                 |                 |                 |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |            |            |            |                     |   |   |   |           |   |   |   |                       |            |            |            |  |  |
| <b>Total Program Revenue</b>       | <b>\$0</b>   | <b>\$0</b>      | <b>\$0</b>      |         |         |                                    |  |  |  |                  |          |          |          |                       |   |   |   |                           |                 |                 |                 |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |            |            |            |                     |   |   |   |           |   |   |   |                       |            |            |            |  |  |
| Non-program Revenue                | 0  | 0               | 0               |         |         |                                    |  |  |  |                  |          |          |          |                       |   |   |   |                           |                 |                 |                 |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |            |            |            |                     |   |   |   |           |   |   |   |                       |            |            |            |  |  |
| Transfers                          | 0  | 0               | 0               |         |         |                                    |  |  |  |                  |          |          |          |                       |   |   |   |                           |                 |                 |                 |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |            |            |            |                     |   |   |   |           |   |   |   |                       |            |            |            |  |  |
| <b>Total Revenues</b>              | <b>\$0</b>   | <b>\$0</b>      | <b>\$0</b>      |         |         |                                    |  |  |  |                  |          |          |          |                       |   |   |   |                           |                 |                 |                 |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |            |            |            |                     |   |   |   |           |   |   |   |                       |            |            |            |  |  |
| <b>Positions</b>                   | Total Budgeted Positions   | 1               | 1               |         |         |                                    |  |  |  |                  |          |          |          |                       |   |   |   |                           |                 |                 |                 |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |            |            |            |                     |   |   |   |           |   |   |   |                       |            |            |            |  |  |
| <b>Contacts</b>                    | Director: John T. Leeman      email: NA<br>Budget Contact: Sonja Boswell      email: sonja.boswell@nashville.gov<br>1312 Third Avenue North 37208      Phone: 880-2030      FAX: 880-2032  |                 |                 |         |         |                                    |  |  |  |                  |          |          |          |                       |   |   |   |                           |                 |                 |                 |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |            |            |            |                     |   |   |   |           |   |   |   |                       |            |            |            |  |  |

### Organizational Structure



# 36 Soil and Water Conservation-At a Glance

## Budget Highlights FY 2003

|                                    |                |
|------------------------------------|----------------|
| • Pay Plan/Benefit adjustments     | \$1,400        |
| • Information Systems billings     | 1,958          |
| • Telecommunication net adjustment | -596           |
| Total                              | <u>\$2,762</u> |

## Overview

### DAVIDSON COUNTY SOIL CONSERVATION DISTRICT BOARD

The Davidson County Soil Conservation District Board is responsible for providing technical assistance on natural resource concerns to individuals and agencies of government and provides educational activities in the area of soil and water conservation for schools. The district cooperates with other governmental agencies in activities relating to soil and water conservation. The district assists land users with the development and revision of soil and water conservation plans to meet the provisions of the 1995 Farm Bill and the 1990 Food Agricultural Conservation and Trade Act. The farm bill requires

individuals receiving United States Department of Agriculture (USDA) benefits to follow an approved conservation plan on their farmland.

### NATURAL RESOURCES CONSERVATION SERVICE USDA

Natural Resources Conservation Service (NRCS) provides technical support services for all county programs and activities.

### TENNESSEE DEPARTMENT OF AGRICULTURE

The Tennessee Department of Agriculture provides training for soil conservation district employees and grant funding for state programs.

### ADMINISTRATION

The Administration Division Support Services provides administrative services to the department, serves as liaison between county, state, and federal agencies, and coordinates environmental education activities.

## 36 Soil and Water Conservation-Performance

| Objectives  | Performance Measures  | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|---|---|-------------------|--------------------|-------------------|-------------------|
| <b>DAVIDSON COUNTY SOIL CONSERATION DISTRICT BOARD</b>  |   |                   |                    |                   |                   |
| 1. Participate in partnership efforts with the governments of Rutherford, Sumner, Trousdale, Wilson and Williamson counties to address common, natural, and human resource deficiencies through the Central Basin Resource Conservation and Development Council (RC&D). | a. Work jointly with Rutherford, Sumner, Trousdale, Wilson and Williamson counties to identify common goals and priorities                  | 0                 | 0                  | 0                 | 500               |
|   | b. Assist in making application to secure funds to address the identified goals and priorities through the Central Basin RC&D               | 0                 | 0                  | 0                 | 36                |
| <b>NATURAL RESOURCES CONSERVATION SERVICE USDA</b>  |   |                   |                    |                   |                   |
| 1. Provide a better environment by assisting landowners, decision makers and units of government in solving natural resource related problems.*   | a. Establish demonstration plots which exhibit best management practices for urban landowners, government units and contractors             | 0                 | 0                  | 0                 | 5                 |
|   | b. Provide educational opportunities for students and others through direct and indirect contact  | 35,000            | 32,000             | 28,000            | 40,000            |
| 2. Provide support to individuals with urban resource problems.   | a. Effectively employ natural resources and conservation practices of landowners civic and government agencies                              | 155               | 155                | 155               | 155               |
|   | b. Develop positive urban natural resources and community actions through education, activities and demonstrations                          | 350               | 350                | 350               | 350               |
| <b>TENNESSEE DEPARTMENT OF AGRICULTURE</b>  |   |                   |                    |                   |                   |
| 1. Assist in providing cleaner bodies of water throughout Nashville/Davidson County.*   | Improve water quality and the environment through the installation of best management practices, such as ponds, waterways and grass seeding | 15                | 15                 | 15                | 15                |

\* Tennessee Department of Agriculture is a partial funding source.

# 36 Soil and Water Conservation-Financial

## Soil and Water Conservation GSD General Fund

| EXPENSE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>OPERATING EXPENSE:</b>                        |                   |                    |                   |                   |
| <b>PERSONAL SERVICES:</b>                        |                   |                    |                   |                   |
| Salary Expense                                   | 39,656            | 45,677             | 41,197            | 42,397            |
| Fringe Benefits                                  | 8,041             | 8,736              | 8,246             | 8,446             |
| Per Diem & Other Fees                            | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL PERSONAL SERVICES</b>                   | <b>47,697</b>     | <b>54,413</b>      | <b>49,443</b>     | <b>50,843</b>     |
| <b>OTHER SERVICES:</b>                           |                   |                    |                   |                   |
| Utilities  | 0                 | 0                  | 0                 | 0                 |
| Professional Services                            | 0                 | 0                  | 0                 | 0                 |
| Purchased Services                               | 300               | 0                  | 300               | 300               |
| Travel   | 3,248             | 0                  | 3,248             | 3,248             |
| Communications                                   | 0                 | 0                  | 0                 | 0                 |
| Printing   | 0                 | 0                  | 0                 | 0                 |
| Advertising & Promotion                          | 0                 | 0                  | 0                 | 0                 |
| Subscriptions                                    | 0                 | 0                  | 0                 | 0                 |
| Tuition, Reg., & Membership Dues                 | 15,916            | 2,697              | 15,916            | 15,916            |
| Repairs & Maintenance Services                   | 0                 | 0                  | 0                 | 0                 |
| Internal Service Fees                            | 1,296             | 1,276              | 2,796             | 4,158             |
| <b>TOTAL OTHER SERVICES</b>                      | <b>20,760</b>     | <b>3,973</b>       | <b>22,260</b>     | <b>23,622</b>     |
| <b>OTHER EXPENSE:</b>                            |                   |                    |                   |                   |
| Supplies and Materials                           | 1,000             | 0                  | 1,000             | 1,000             |
| Misc. Other Expenses & Payments                  | 0                 | 0                  | 0                 | 0                 |
| Fixed Charges                                    | 0                 | 0                  | 0                 | 0                 |
| Licenses, Permits, & Fees                        | 0                 | 0                  | 0                 | 0                 |
| Taxes  | 0                 | 0                  | 0                 | 0                 |
| Grant Contributions & Awards                     | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL OTHER EXPENSE</b>                       | <b>1,000</b>      | <b>0</b>           | <b>1,000</b>      | <b>1,000</b>      |
| <b>PENSION, ANNUITY, DEBT, &amp; OTHER COSTS</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>EQUIPMENT, BUILDINGS, &amp; LAND</b>          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>SPECIAL PROJECTS</b>                          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL OPERATING EXPENSE</b>                   | <b>69,457</b>     | <b>58,386</b>      | <b>72,703</b>     | <b>75,465</b>     |
| <b>TRANSFERS TO OTHER FUNDS &amp; UNITS:</b>     | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL EXPENSE AND TRANSFERS</b>               | <b>69,457</b>     | <b>58,386</b>      | <b>72,703</b>     | <b>75,465</b>     |



# 36 Soil and Water Conservation-Financial

## Soil and Water Conservation GSD General Fund

| REVENUE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>PROGRAM REVENUE:</b>                          |                   |                    |                   |                   |
| <b>Charges, Commissions, &amp; Fees</b>          |                   |                    |                   |                   |
| Charges For Current Services                     | 0                 | 0                  | 0                 | 0                 |
| Commissions and Fees                             | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Charges, Commissions, &amp; Fees</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>Other Governments &amp; Agencies</b>          |                   |                    |                   |                   |
| Federal Direct                                   | 0                 | 0                  | 0                 | 0                 |
| Federal Through State                            | 0                 | 0                  | 0                 | 0                 |
| Federal Through Other Pass-Through               | 0                 | 0                  | 0                 | 0                 |
| State Direct                                     | 0                 | 0                  | 0                 | 0                 |
| Other Government Agencies                        | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Governments &amp; Agencies</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>Other Program Revenue</b>                     |                   |                    |                   |                   |
| Contributions and Gifts                          | 0                 | 0                  | 0                 | 0                 |
| Miscellaneous Revenue                            | 0                 | 0                  | 0                 | 0                 |
| Use of Money or Property                         | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Program Revenue</b>            | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL PROGRAM REVENUE</b>                     | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>NON-PROGRAM REVENUE:</b>                      |                   |                    |                   |                   |
| Property Taxes                                   | 0                 | 0                  | 0                 | 0                 |
| Local Option Sales Tax                           | 0                 | 0                  | 0                 | 0                 |
| Other Taxes, Licenses, & Permits                 | 0                 | 0                  | 0                 | 0                 |
| Fines, Forfeits, & Penalties                     | 0                 | 0                  | 0                 | 0                 |
| Compensation From Property                       | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL NON-PROGRAM REVENUE</b>                 | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TRANSFERS FROM OTHER FUNDS AND UNITS:</b>     | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL REVENUE AND TRANSFERS</b>               | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |

## 36 Soil and Water Conservation-Financial

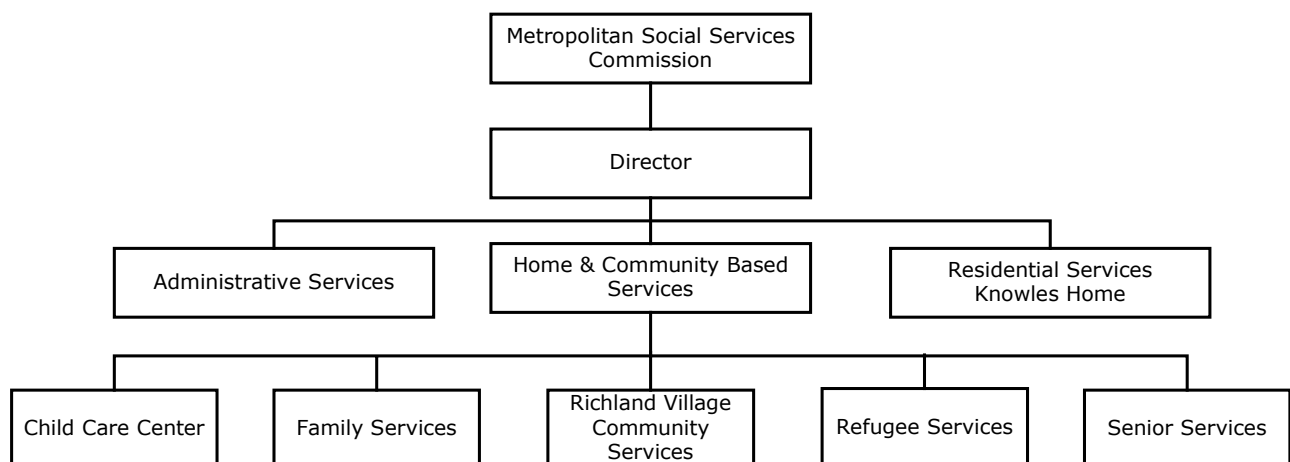
**Reminder:** Some classifications were deleted and new classifications (class number 10000 and above) were added to implement the 2002 Reclassification Study & Pay Plan. Many of the class changes from FY 2001 to FY 2002 were due to implementing that Study.

|  |              | FY 2001          |                 | FY 2002          |                 | FY 2003          |                 |
|--|--------------|------------------|-----------------|------------------|-----------------|------------------|-----------------|
| <u>Class</u>   | <u>Grade</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> |
| <b>36 Soil and Water Conservation - GSD Fund 10101</b> |              |                  |                 |                  |                 |                  |                 |
| Admin Asst   | 7241 SR09    | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| <b>Total Positions &amp; FTE</b>                       |              | <b>1</b>         | <b>1.0</b>      | <b>1</b>         | <b>1.0</b>      | <b>1</b>         | <b>1.0</b>      |

## 37 Social Services-At a Glance

| <b>Vision</b>                      | All people in Metropolitan Nashville Davidson County live a quality life.   |                            |                            |   |                |                                    |  |  |  |                  |              |              |              |                       |        |        |        |                           |                            |                            |                            |                                |  |  |  |                              |           |           |           |                   |           |           |           |                       |         |         |        |                              |                           |                           |                           |                     |   |   |   |           |         |         |         |                       |                           |                           |                           |  |  |  |
|------------------------------------|---|----------------------------|----------------------------|---|----------------|------------------------------------|--|--|--|------------------|--------------|--------------|--------------|-----------------------|--------|--------|--------|---------------------------|----------------------------|----------------------------|----------------------------|--------------------------------|--|--|--|------------------------------|-----------|-----------|-----------|-------------------|-----------|-----------|-----------|-----------------------|---------|---------|--------|------------------------------|---------------------------|---------------------------|---------------------------|---------------------|---|---|---|-----------|---------|---------|---------|-----------------------|---------------------------|---------------------------|---------------------------|--|--|--|
| <b>Mission</b>                     | Metro Social Services promotes quality living in our communities by linking people, information and resources. We provide services as a part of our response to persons challenged by economic, social, physical or behavioral problems.  |                            |                            |   |                |                                    |  |  |  |                  |              |              |              |                       |        |        |        |                           |                            |                            |                            |                                |  |  |  |                              |           |           |           |                   |           |           |           |                       |         |         |        |                              |                           |                           |                           |                     |   |   |   |           |         |         |         |                       |                           |                           |                           |  |  |  |
| <b>Budget Summary</b>              | <table><thead><tr><th></th><th><u>2000-01</u></th><th><u>2001-02</u></th><th><u>2002-03</u></th></tr></thead><tbody><tr><td><b>Expenditures and Transfers:</b></td><td></td><td></td><td></td></tr><tr><td>GSD General Fund</td><td>\$13,636,170</td><td>\$13,178,101</td><td>\$12,450,263</td></tr><tr><td>Special purpose funds</td><td>44,000</td><td>44,000</td><td>44,000</td></tr><tr><td><b>Total Expenditures</b></td><td><u><b>\$13,680,170</b></u></td><td><u><b>\$13,222,101</b></u></td><td><u><b>\$12,494,263</b></u></td></tr><tr><td><b>Revenues and Transfers:</b></td><td></td><td></td><td></td></tr><tr><td>Charges, Commissions, &amp; Fees</td><td>\$664,920</td><td>\$704,500</td><td>\$710,900</td></tr><tr><td>Other Governments</td><td>4,936,148</td><td>3,600,783</td><td>2,721,992</td></tr><tr><td>Other Program Revenue</td><td>157,076</td><td>121,120</td><td>96,260</td></tr><tr><td><b>Total Program Revenue</b></td><td><u><b>\$5,758,144</b></u></td><td><u><b>\$4,426,403</b></u></td><td><u><b>\$3,529,152</b></u></td></tr><tr><td>Non-program Revenue</td><td>0</td><td>0</td><td>0</td></tr><tr><td>Transfers</td><td>375,520</td><td>187,171</td><td>150,300</td></tr><tr><td><b>Total Revenues</b></td><td><u><b>\$6,133,664</b></u></td><td><u><b>\$4,613,574</b></u></td><td><u><b>\$3,679,452</b></u></td></tr></tbody></table> |                            | <u>2000-01</u>             | <u>2001-02</u>  | <u>2002-03</u> | <b>Expenditures and Transfers:</b> |  |  |  | GSD General Fund | \$13,636,170 | \$13,178,101 | \$12,450,263 | Special purpose funds | 44,000 | 44,000 | 44,000 | <b>Total Expenditures</b> | <u><b>\$13,680,170</b></u> | <u><b>\$13,222,101</b></u> | <u><b>\$12,494,263</b></u> | <b>Revenues and Transfers:</b> |  |  |  | Charges, Commissions, & Fees | \$664,920 | \$704,500 | \$710,900 | Other Governments | 4,936,148 | 3,600,783 | 2,721,992 | Other Program Revenue | 157,076 | 121,120 | 96,260 | <b>Total Program Revenue</b> | <u><b>\$5,758,144</b></u> | <u><b>\$4,426,403</b></u> | <u><b>\$3,529,152</b></u> | Non-program Revenue | 0 | 0 | 0 | Transfers | 375,520 | 187,171 | 150,300 | <b>Total Revenues</b> | <u><b>\$6,133,664</b></u> | <u><b>\$4,613,574</b></u> | <u><b>\$3,679,452</b></u> |  |  |  |
|                                    | <u>2000-01</u>  | <u>2001-02</u>             | <u>2002-03</u>             |   |                |                                    |  |  |  |                  |              |              |              |                       |        |        |        |                           |                            |                            |                            |                                |  |  |  |                              |           |           |           |                   |           |           |           |                       |         |         |        |                              |                           |                           |                           |                     |   |   |   |           |         |         |         |                       |                           |                           |                           |  |  |  |
| <b>Expenditures and Transfers:</b> |   |                            |                            |   |                |                                    |  |  |  |                  |              |              |              |                       |        |        |        |                           |                            |                            |                            |                                |  |  |  |                              |           |           |           |                   |           |           |           |                       |         |         |        |                              |                           |                           |                           |                     |   |   |   |           |         |         |         |                       |                           |                           |                           |  |  |  |
| GSD General Fund                   | \$13,636,170  | \$13,178,101               | \$12,450,263               |   |                |                                    |  |  |  |                  |              |              |              |                       |        |        |        |                           |                            |                            |                            |                                |  |  |  |                              |           |           |           |                   |           |           |           |                       |         |         |        |                              |                           |                           |                           |                     |   |   |   |           |         |         |         |                       |                           |                           |                           |  |  |  |
| Special purpose funds              | 44,000  | 44,000                     | 44,000                     |   |                |                                    |  |  |  |                  |              |              |              |                       |        |        |        |                           |                            |                            |                            |                                |  |  |  |                              |           |           |           |                   |           |           |           |                       |         |         |        |                              |                           |                           |                           |                     |   |   |   |           |         |         |         |                       |                           |                           |                           |  |  |  |
| <b>Total Expenditures</b>          | <u><b>\$13,680,170</b></u>  | <u><b>\$13,222,101</b></u> | <u><b>\$12,494,263</b></u> |   |                |                                    |  |  |  |                  |              |              |              |                       |        |        |        |                           |                            |                            |                            |                                |  |  |  |                              |           |           |           |                   |           |           |           |                       |         |         |        |                              |                           |                           |                           |                     |   |   |   |           |         |         |         |                       |                           |                           |                           |  |  |  |
| <b>Revenues and Transfers:</b>     |   |                            |                            |   |                |                                    |  |  |  |                  |              |              |              |                       |        |        |        |                           |                            |                            |                            |                                |  |  |  |                              |           |           |           |                   |           |           |           |                       |         |         |        |                              |                           |                           |                           |                     |   |   |   |           |         |         |         |                       |                           |                           |                           |  |  |  |
| Charges, Commissions, & Fees       | \$664,920   | \$704,500                  | \$710,900                  |   |                |                                    |  |  |  |                  |              |              |              |                       |        |        |        |                           |                            |                            |                            |                                |  |  |  |                              |           |           |           |                   |           |           |           |                       |         |         |        |                              |                           |                           |                           |                     |   |   |   |           |         |         |         |                       |                           |                           |                           |  |  |  |
| Other Governments                  | 4,936,148   | 3,600,783                  | 2,721,992                  |   |                |                                    |  |  |  |                  |              |              |              |                       |        |        |        |                           |                            |                            |                            |                                |  |  |  |                              |           |           |           |                   |           |           |           |                       |         |         |        |                              |                           |                           |                           |                     |   |   |   |           |         |         |         |                       |                           |                           |                           |  |  |  |
| Other Program Revenue              | 157,076   | 121,120                    | 96,260                     |   |                |                                    |  |  |  |                  |              |              |              |                       |        |        |        |                           |                            |                            |                            |                                |  |  |  |                              |           |           |           |                   |           |           |           |                       |         |         |        |                              |                           |                           |                           |                     |   |   |   |           |         |         |         |                       |                           |                           |                           |  |  |  |
| <b>Total Program Revenue</b>       | <u><b>\$5,758,144</b></u>   | <u><b>\$4,426,403</b></u>  | <u><b>\$3,529,152</b></u>  |   |                |                                    |  |  |  |                  |              |              |              |                       |        |        |        |                           |                            |                            |                            |                                |  |  |  |                              |           |           |           |                   |           |           |           |                       |         |         |        |                              |                           |                           |                           |                     |   |   |   |           |         |         |         |                       |                           |                           |                           |  |  |  |
| Non-program Revenue                | 0   | 0                          | 0                          |   |                |                                    |  |  |  |                  |              |              |              |                       |        |        |        |                           |                            |                            |                            |                                |  |  |  |                              |           |           |           |                   |           |           |           |                       |         |         |        |                              |                           |                           |                           |                     |   |   |   |           |         |         |         |                       |                           |                           |                           |  |  |  |
| Transfers                          | 375,520   | 187,171                    | 150,300                    |   |                |                                    |  |  |  |                  |              |              |              |                       |        |        |        |                           |                            |                            |                            |                                |  |  |  |                              |           |           |           |                   |           |           |           |                       |         |         |        |                              |                           |                           |                           |                     |   |   |   |           |         |         |         |                       |                           |                           |                           |  |  |  |
| <b>Total Revenues</b>              | <u><b>\$6,133,664</b></u>   | <u><b>\$4,613,574</b></u>  | <u><b>\$3,679,452</b></u>  |   |                |                                    |  |  |  |                  |              |              |              |                       |        |        |        |                           |                            |                            |                            |                                |  |  |  |                              |           |           |           |                   |           |           |           |                       |         |         |        |                              |                           |                           |                           |                     |   |   |   |           |         |         |         |                       |                           |                           |                           |  |  |  |
| <b>Positions</b>                   | Total Budgeted Positions  | 343                        | 295                        | 295   |                |                                    |  |  |  |                  |              |              |              |                       |        |        |        |                           |                            |                            |                            |                                |  |  |  |                              |           |           |           |                   |           |           |           |                       |         |         |        |                              |                           |                           |                           |                     |   |   |   |           |         |         |         |                       |                           |                           |                           |  |  |  |
| <b>Contacts</b>                    | Director: Michael Miller<br>Financial Manager: Pamela McEwen<br><br>25 Middleton Street 37210   |                            |                            | email: michael.miller@nashville.gov<br>email: pamela.mcewen@nashville.gov<br><br>Phone: 862-6400      FAX: 862-6404 |                |                                    |  |  |  |                  |              |              |              |                       |        |        |        |                           |                            |                            |                            |                                |  |  |  |                              |           |           |           |                   |           |           |           |                       |         |         |        |                              |                           |                           |                           |                     |   |   |   |           |         |         |         |                       |                           |                           |                           |  |  |  |

### Organizational Structure



# 37 Social Services-At a Glance

## Budget Highlights FY 2003

|  |                   |
|--|-------------------|
| • Indigent Funeral/Burial services to increase payments to funeral homes for infants and adults                          | \$18,000          |
| • State termination of residential treatment contracts (non-recurring)   | -702,935          |
| • Funding reduction – State Homemaker Programs   | -93,005           |
| • Reduction in funding for nutrition programs through Greater Nashville Regional Council                                 | -104,907          |
| • Pay Plan/Benefit adjustments   | 322,200           |
| • Fleet Management Consolidation net adjustment  | -94,420           |
| • Telecommunication net adjustment   | -19,690           |
| • Information Systems billings   | -116,871          |
| • Transfer Homemaker Service to Youth Homemaker Services Unit  | *-326,521         |
| • Transfer Homemaker Services to Richland Village Youth/Family Services and Youth Home Services Unit                     | *163,534          |
| • Transfer dietary and custodial functions to Richland Village – Youth/Family Services and Youth Homemaker Services Unit | *162,987          |
| • Transfer dietary and custodial functions for Knowles to Adult Day Care, Senior Dietary and Senior Custodial            | *-941,724         |
| • Transfer dietary and custodial functions to Knowles Resident Care for Adults, Senior Dietary and Senior Custodial      | *-57,902          |
| • Transfer dietary and custodial functions to Knowles Resident Care for Adults, Senior Dietary and Senior Custodial      | *486,209          |
| • Transfer dietary and custodial functions to Knowles Resident Care for Adults, Senior Dietary and Senior Custodial      | *513,417          |
| <b>Total</b>   | <b>\$-791,628</b> |

\* These items have no effect on the over budget of Social Services. Funds are being transferred between accounts for purposes of improving financial reporting requirements.

\*\*Beginning FY 03, Caring for Children – Fund 30205 – will be reported as a separate department.



## Overview

### ADMINISTRATIVE SERVICES

The Administrative staff directs and coordinates departmental policies and procedures. This division supports department staff and operating programs. Included in this division are the areas of management, budget and finance, and human resources.

### HOME & COMMUNITY BASED SERVICES

**Child Care Center** provides childcare for children ages six weeks to five years from low-income families. This center provides a positive, nurturing and protective environment for these children Monday through Friday from 6:45 am to 5:45 p.m. The program provides meals, an emphasis on educational activities, and parent/teacher conferences. The center also assists parents with addressing other special needs such as language and hearing limitations. Currently the program provides services for fifty-one children from high-risk, low-income families whose parents are working or participating in education or training programs.

**Family Services** include the following 4 services:

*Financial Assistance* is provided to help residents meet basic needs under eligibility guidelines that focus on loss of income or the need to move into more adequate housing. A smaller grant program assists Families First participants as they move toward self-sufficiency.

*Information and Referral* services helps residents identify and access other community resources to meet a variety of needs, including those specific to persons with disabilities.

*Case Management* social workers in community settings provide families with more intensive follow-up and coordination of services, including home visits.

*Community Coordination* staff leads and participate in community events and organizations, working in partnership with residents and other agencies to improve services, and residents and other agencies to improve services, provides consultation and advocacy around disability issues.

**Richland Village Community Services** counsels adolescents and families in the community in response to abuse, neglect and behavior problems. Its mission is to support and empower parents and children for today and for their future by protecting children and youth, by encouraging them, and by teaching them new skills and social functions. The residential program will be concluded in June 30, 2002. At that time a new community based prevention program will be initiated.

**Refugee Services** assists refugees in adapting to their new lives in the United States. The program is based on a comprehensive approach which focuses on the needs of the refugee families. Services include:

## 37 Social Services-At a Glance

*Social Adjustment Services* enhances the cultural adaptation of refugees by providing specialized counseling, mediation, emergency intervention and case management, and by encouraging refugees to function independently.

*Employment Services* places refugees into unsubsidized full-time stable employment and provide job readiness orientation. They provide job development, placement, and on-the-job training as needed. A comprehensive assessment and service plan to determine areas of client needs and abilities is also provided.

*English Language Training* services are provided through both Metro Social Services and the Metro Board of Education. Survival and vocational English skills are emphasized to encourage language skills necessary for self-sufficiency.

**Senior Services** include the following 4 services:

*Day Care – Elderly/Disabled* is a community based service providing supportive services in a protective environment to older adults who wish to remain independent at home, in a family setting, or an alternative living situation. With this in mind, the program's goal is to assist clients in maintaining independence and to maintain the highest level of functioning possible. The services are provided to Nashville-Davidson County residents sixty years or older or those under sixty if they are disabled and fit into a geriatric population. The program supports the following services to these individuals: minimum of six hours of care five days a week - Monday through Friday; individualized plan of care; therapeutic activities aimed at enhancing self-esteem, social functioning, education, and enrichment; two meals and a snack per day; health monitoring if needed; personal care assistance; and case management, including caregiver counseling.

*The Nutrition Services* program serves mid-day meals and organizes social opportunities for senior and disabled citizens. These services assist in maintaining at-risk senior adults in their homes. Meal sites are located in fifteen community centers and retirement homes around the Nashville area. Meal sites are open four and half hours a day, five days a week and provide the following services: meals in a group setting of senior adults; one hot meal a day; meals containing at least one-third of the daily allowance established by nutritional authorities; home delivered meals for those confined to their homes; activities for fun, fitness and fellowship; transportation to the meal site; and

coordination with other home & community based activities for seniors.

The Nutrition Supplement Program is also included, which provides elderly with supplemental nutrition products at a significant savings over retail.

*Homemaker Services* provides assistance with maintenance of household routines for elderly, adult physically and/or mentally challenged persons having difficulty with activities of daily living to enable them to remain in their homes. These services are provided by trained paraprofessionals when the regular homemaker is incapacitated, limited, or absent. Services include such homemaking chores as preparing meals, light housekeeping, washing dishes, washing clothes, and shopping. Homemakers assist with simple health care routines such as reminders to maintain diet restrictions, medication regimen and recommended exercises. Homemakers give emotional support and encouragement during periods of loneliness, depression, and bereavement. By observing and reporting changes within the home that may affect the client, the homemaker provides casework service to the client and their families. Persons eligible for homemaker services include low income elderly persons (60 years and older) and persons mentally and physically challenged who meet certain eligibility guidelines and those who are experiencing problems in performing essential homemaking tasks due to their age and/or their physical and mental condition.

*The Transportation* program operates a fleet of personal service vans to transport senior and disabled citizens. The program assists with maintaining at-risk senior adults in their homes through providing access to community services. The program provides rides for medical appointments, nutrition sites, governmental agencies, and for shopping trips. Appointments must be scheduled between 8:00 am and 2:00 p.m., Monday through Friday except holidays.

### RESIDENTIAL SERVICES KNOWLES HOME

The Joseph B. Knowles Home for the Aged provides quality services to the low income elderly citizens of Nashville-Davidson County and promotes the highest possible level of functioning in all areas of their life. The home is a 100-bed licensed assisted-living facility. It provides supportive services to those frail elderly who can no longer live independently, but do not need nursing home care. Services provided includes: assistance with medication; assistance with activities of daily living (bathing, dressing, money management); laundry and housekeeping services; activity/recreational services; transportation to medical appointments within the circle of Metro medical facilities; three meals per day; and social work program.



## 37 Social Services-Performance

| Objectives   | Performance Measures   | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|--|-------------------|--------------------|-------------------|-------------------|
| <b>ADMINISTRATIVE SERVICES</b>   |  |                   |                    |                   |                   |
| 1. Administer the programs assigned to the agency by charter, and other social service efforts directed by the Mayor, Council and Board.                 | Divisions managed  | 13                | 13                 | 11                | 13                |
| 2. Increase services to residents of Nashville and Davidson County by using contracts and other third party funding sources.                             | Third party revenue  | \$9,684,312       | \$9,292,470        | \$7,944,164       | \$3,679,452       |
| <b>HOME &amp; COMMUNITY BASED SERVICES</b>   |  |                   |                    |                   |                   |
| <b>Child Care Center</b>   |  |                   |                    |                   |                   |
| 1. Provide direct care for infants, toddlers and preschoolers whose low-income parents are employed or in training.                                      | a. Children served per month (average)   | 50                | 44                 | 44                | 51                |
|  | b. Days of care provided per month (average)                                   | 1,297             | 953                | 917               | 1,104             |
| <b>Family Services</b>   |  |                   |                    |                   |                   |
| 1. To help individuals and families in crisis access the community resources needed to resolve their immediate problem or lessen its negative impact.    | a. Annual financial assistance provided to residents of the community          | \$658,028         | \$600,023          | \$635,000         | \$635,000         |
|  | b. Total number of applications  | 1,572             | 1,972              | 1,992             | 2,000             |
|  | c. Average number of grants provided per month                                 | 119               | 171                | 120               | 200               |
|  | d. Total number of burials   | 75                | 82                 | 96                | 105               |
| 2. To assist individuals and families in preventing crises and maintaining stability.  | Total number of families receiving client support from community based centers | 500               | 632                | 720               | 750               |
| 3. To enhance the community's capacity to support families.  | Number of new agency linkages  | na                | na                 | na                | 15                |
| <b>Richland Village Community Services</b>   |  |                   |                    |                   |                   |
| 1. Shelter children in danger of abuse or neglect referred by the Tennessee Department of Human Services, Protective Services Division.                  | Nights of care at emergency shelter (90% occupancy of 12 beds) per month       | 360               | 324                | 300               | na                |
| 2. Improve family stability by providing residential treatment for teenagers experiencing school failure, delinquency or other personal/family problems. | Nights of care at residential shelter (90% occupancy of 20 beds) per month     | 660               | 540                | 633               | na                |
| 3. Prevent out-of-home placement of a child.   | a. Children at risk served (monthly)   | 15                | 15                 | 122               | 300               |

## 37 Social Services-Performance

| Objectives  | Performance Measures  | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|---|---|-------------------|--------------------|-------------------|-------------------|
|   | b. Number of in-home hours of service per month   | 238               | 240                | 435               | 600               |
| <b>Refugee Services</b>   |   |                   |                    |                   |                   |
| 1. Assist refugees in developing financial self-sufficiency and independence by learning to live in this culture by providing counseling, direction, and intervention regarding health, employment, housing, language and other basic needs and issues. | a. Minimum served monthly (employment)  | 130               | 135                | 135               | 130               |
|   | b. Minimum served monthly (social adjustment)   | 70                | 70                 | 70                | 70                |
|   | c. Minimum served monthly (English language training)   | 145               | 150                | 150               | 145               |
| <b>Senior Services</b>  |   |                   |                    |                   |                   |
| <b>Day Care – Elderly/Disabled</b>  |   |                   |                    |                   |                   |
| 1. To maintain at-risk senior adults in their home during FY 03.  | a. Number of seniors able to avoid admission to a more restrictive care setting                                   | na                | na                 | 85                | 85                |
|   | b. Number of indigent seniors able to avoid admission to a more restrictive care setting                          | na                | 75                 | 75                | 75                |
| 2. To assist family caregivers in meeting family and job commitments while caring for frail seniors during FY 03.   | a. Number of caregivers receiving assistance  | na                | 125                | 125               | 125               |
|   | b. Number of caregivers maintaining employment  | na                | 110                | 110               | 110               |
| <b>Nutrition Services</b>   |   |                   |                    |                   |                   |
| 1. To maintain at-risk senior adults in their home during FY 03.  | a. Number of seniors able to remain in their home setting due to congregate meal sites                            | na                | 1,050              | 1,085             | 1,085             |
|   | b. Number of seniors able to remain in their home setting due to home delivered meals                             | na                | 895                | 911               | 911               |
|   | c. Number of seniors meeting 1/3 RDA nutritional guideline  | na                | 1,935              | 1,996             | 1,996             |
| 2. To provide supplemental nutritional products to at-risk clients with special nutritional needs.  | Number of seniors able to maintain residence in their home because of access to supplemental nutritional products | na                | 250                | 260               | 260               |
| <b>Homemaker Services</b>   |   |                   |                    |                   |                   |
| 1. To maintain at-risk senior adults in their home during FY 2003.  | Number of seniors able to remain in their home setting due to homemaker services                                  | na                | 522                | 405               | 390               |
| 2. To enhance the   | Number of Home &  |                   |                    |                   |                   |

## 37 Social Services-Performance

| Objectives  | Performance Measures   | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|---|--|-------------------|--------------------|-------------------|-------------------|
| community's capacity to support seniors remaining in their homes through involvement in community partnerships.                             | Community Based Service community partnerships developed   | na                | 2                  | 3                 | 4                 |
| <b>Transportation</b>   |  |                   |                    |                   |                   |
| 1. To maintain at-risk seniors in their home through improving access to community services during FY 2003.                                 | Number of seniors able to maintain their physical/mental health through access to nutrition sites, medical appointments and social/community connections | na                | 449                | 580               | 580               |
| 2. To enhance the community's capacity to allow seniors to remain active members of their community through offering senior transportation. | Number of physically challenged clients transported  | na                | na                 | 175               | 225               |
| <b>RESIDENTIAL SERVICES KNOWLES HOME</b>  |  |                   |                    |                   |                   |
| 1. To maintain at-risk senior adults in their least restrictive environment during FY 03.   | Number of seniors able to remain in current setting rather than transfer to skilled nursing home   | 140               | 140                | 133               | 134               |
| 2. To assist caregivers in meeting their family and job-related commitments in FY 03.   | Number of families/caregivers able to attend to family or job-related commitments as a result of their family member residing at Knowles Home            | na                | na                 | 100               | 100               |
| 3. To enhance the community's capacity to support seniors through preventing seniors from becoming homeless during FY 03.                   | a. Number of indigent seniors prevented from becoming homeless (certified indigents)   | 10                | 11                 | 8                 | 8                 |
|   | b. Number of homeless seniors admitted to Knowles Home   | 3                 | 2                  | 3                 | 3                 |



# 37 Social Services-Financial

## Social Services GSD General Fund

| EXPENSE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>OPERATING EXPENSE:</b>                        |                   |                    |                   |                   |
| <b>PERSONAL SERVICES:</b>                        |                   |                    |                   |                   |
| Salary Expense                                   | 7,793,070         | 7,364,992          | 7,515,865         | 7,335,883         |
| Fringe Benefits                                  | 2,181,893         | 2,049,827          | 2,055,106         | 1,918,637         |
| Per Diem & Other Fees                            | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL PERSONAL SERVICES</b>                   | <b>9,974,963</b>  | <b>9,414,819</b>   | <b>9,570,971</b>  | <b>9,254,520</b>  |
| <b>OTHER SERVICES:</b>                           |                   |                    |                   |                   |
| Utilities  | 215,405           | 293,597            | 224,570           | 138,700           |
| Professional Services                            | 31,841            | 40,450             | 62,466            | 44,404            |
| Purchased Services                               | 1,153,363         | 1,053,292          | 875,284           | 935,823           |
| Travel   | 86,165            | 89,800             | 77,312            | 77,429            |
| Communications                                   | 10,289            | 9,496              | 9,021             | 721               |
| Printing   | 7,376             | 3,333              | 5,423             | 5,423             |
| Advertising & Promotion                          | 1,291             | 2,320              | 2,150             | 2,150             |
| Subscriptions                                    | 6,410             | 4,937              | 4,893             | 4,893             |
| Tuition, Reg., & Membership Dues                 | 44,309            | 44,498             | 31,681            | 31,063            |
| Repairs & Maintenance Services                   | 14,643            | 17,341             | 13,171            | 8,700             |
| Internal Service Fees                            | 364,382           | 345,464            | 667,873           | 420,734           |
| <b>TOTAL OTHER SERVICES</b>                      | <b>1,935,474</b>  | <b>1,904,528</b>   | <b>1,973,844</b>  | <b>1,670,040</b>  |
| <b>OTHER EXPENSE:</b>                            |                   |                    |                   |                   |
| Supplies and Materials                           | 610,230           | 480,470            | 517,180           | 439,615           |
| Misc. Other Expenses & Payments                  | 0                 | 0                  | 0                 | 0                 |
| Fixed Charges                                    | 158,900           | 131,692            | 101,131           | 71,131            |
| Licenses, Permits, & Fees                        | 10,356            | 9,164              | 4,125             | 4,107             |
| Taxes  | 200               | 0                  | 0                 | 0                 |
| Grant Contributions & Awards                     | 727,009           | 649,941            | 810,028           | 810,028           |
| <b>TOTAL OTHER EXPENSE</b>                       | <b>1,506,695</b>  | <b>1,271,267</b>   | <b>1,432,464</b>  | <b>1,324,881</b>  |
| <b>PENSION, ANNUITY, DEBT, &amp; OTHER COSTS</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>EQUIPMENT, BUILDINGS, &amp; LAND</b>          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>SPECIAL PROJECTS</b>                          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL OPERATING EXPENSE</b>                   | <b>13,417,132</b> | <b>12,590,614</b>  | <b>12,977,279</b> | <b>12,249,441</b> |
| <b>TRANSFERS TO OTHER FUNDS &amp; UNITS:</b>     | <b>219,038</b>    | <b>152,439</b>     | <b>200,822</b>    | <b>200,822</b>    |
| <b>TOTAL EXPENSE AND TRANSFERS</b>               | <b>13,636,170</b> | <b>12,743,053</b>  | <b>13,178,101</b> | <b>12,450,263</b> |

## 37 Social Services-Financial

### Social Services GSD General Fund

| REVENUE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>PROGRAM REVENUE:</b>                          |                   |                    |                   |                   |
| <b>Charges, Commissions, &amp; Fees</b>          |                   |                    |                   |                   |
| Charges For Current Services                     | 664,920           | 708,495            | 704,500           | 710,900           |
| Commissions and Fees                             | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Charges, Commissions, &amp; Fees</b> | <b>664,920</b>    | <b>708,495</b>     | <b>704,500</b>    | <b>710,900</b>    |
| <b>Other Governments &amp; Agencies</b>          |                   |                    |                   |                   |
| Federal Direct                                   | 80,000            | 26,762             | 33,000            | 30,000            |
| Federal Through State                            | 2,866,735         | 2,596,694          | 1,562,408         | 1,587,508         |
| Federal Through Other Pass-Through               | 968,951           | 988,145            | 1,117,753         | 1,003,980         |
| State Direct                                     | 904,217           | 887,898            | 765,577           | 0                 |
| Other Government Agencies                        | 116,245           | 112,490            | 122,045           | 100,504           |
| <b>Subtotal Other Governments &amp; Agencies</b> | <b>4,936,148</b>  | <b>4,611,989</b>   | <b>3,600,783</b>  | <b>2,721,992</b>  |
| <b>Other Program Revenue</b>                     |                   |                    |                   |                   |
| Contributions and Gifts                          | 113,076           | 135,859            | 77,120            | 96,260            |
| Miscellaneous Revenue                            | 0                 | 0                  | 0                 | 0                 |
| Use of Money or Property                         | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Program Revenue</b>            | <b>113,076</b>    | <b>135,859</b>     | <b>77,120</b>     | <b>96,260</b>     |
| <b>TOTAL PROGRAM REVENUE</b>                     | <b>5,714,144</b>  | <b>5,456,343</b>   | <b>4,382,403</b>  | <b>3,529,152</b>  |
| <b>NON-PROGRAM REVENUE:</b>                      |                   |                    |                   |                   |
| Property Taxes                                   | 0                 | 0                  | 0                 | 0                 |
| Local Option Sales Tax                           | 0                 | 0                  | 0                 | 0                 |
| Other Taxes, Licenses, & Permits                 | 0                 | 0                  | 0                 | 0                 |
| Fines, Forfeits, & Penalties                     | 0                 | 0                  | 0                 | 0                 |
| Compensation From Property                       | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL NON-PROGRAM REVENUE</b>                 | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TRANSFERS FROM OTHER FUNDS AND UNITS:</b>     | <b>375,520</b>    | <b>301,951</b>     | <b>187,171</b>    | <b>150,300</b>    |
| <b>TOTAL REVENUE AND TRANSFERS</b>               | <b>6,089,664</b>  | <b>5,758,294</b>   | <b>4,569,574</b>  | <b>3,679,452</b>  |

## 37 Social Services-Financial

### Social Services JB Knowles Fund for the Aged Special Purpose Fund

| EXPENSE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>OPERATING EXPENSE:</b>                        |                   |                    |                   |                   |
| <b>PERSONAL SERVICES:</b>                        |                   |                    |                   |                   |
| Salary Expense                                   | 0                 | 0                  | 0                 | 0                 |
| Fringe Benefits                                  | 0                 | 0                  | 0                 | 0                 |
| Per Diem & Other Fees                            | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL PERSONAL SERVICES</b>                   | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>OTHER SERVICES:</b>                           |                   |                    |                   |                   |
| Utilities  | 0                 | 0                  | 0                 | 0                 |
| Professional Services                            | 0                 | 0                  | 0                 | 0                 |
| Purchased Services                               | 0                 | 0                  | 0                 | 0                 |
| Travel   | 0                 | 0                  | 0                 | 0                 |
| Communications                                   | 0                 | 0                  | 0                 | 0                 |
| Printing   | 0                 | 0                  | 0                 | 0                 |
| Advertising & Promotion                          | 0                 | 0                  | 0                 | 0                 |
| Subscriptions                                    | 0                 | 0                  | 0                 | 0                 |
| Tuition, Reg., & Membership Dues                 | 0                 | 0                  | 0                 | 0                 |
| Repairs & Maintenance Services                   | 0                 | 0                  | 0                 | 0                 |
| Internal Service Fees                            | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL OTHER SERVICES</b>                      | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>OTHER EXPENSE:</b>                            |                   |                    |                   |                   |
| Supplies and Materials                           | 0                 | 0                  | 0                 | 0                 |
| Misc. Other Expenses & Payments                  | 0                 | 0                  | 0                 | 0                 |
| Fixed Charges                                    | 0                 | 0                  | 0                 | 0                 |
| Licenses, Permits, & Fees                        | 0                 | 0                  | 0                 | 0                 |
| Taxes  | 0                 | 0                  | 0                 | 0                 |
| Grant Contributions & Awards                     | 44,000            | 44,000             | 44,000            | 44,000            |
| <b>TOTAL OTHER EXPENSE</b>                       | <b>44,000</b>     | <b>44,000</b>      | <b>44,000</b>     | <b>44,000</b>     |
| <b>PENSION, ANNUITY, DEBT, &amp; OTHER COSTS</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>EQUIPMENT, BUILDINGS, &amp; LAND</b>          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>SPECIAL PROJECTS</b>                          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL OPERATING EXPENSE</b>                   | <b>44,000</b>     | <b>44,000</b>      | <b>44,000</b>     | <b>44,000</b>     |
| <b>TRANSFERS TO OTHER FUNDS &amp; UNITS:</b>     | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL EXPENSE AND TRANSFERS</b>               | <b>44,000</b>     | <b>44,000</b>      | <b>44,000</b>     | <b>44,000</b>     |

## 37 Social Services-Financial

### Social Services JB Knowles Fund for the Aged Special Purpose Fund

|  | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>REVENUE AND TRANSFERS</b>                     |                   |                    |                   |                   |
| <b>PROGRAM REVENUE:</b>                          |                   |                    |                   |                   |
| <b>Charges, Commissions, &amp; Fees</b>          |                   |                    |                   |                   |
| Charges For Current Services                     | 0                 | 0                  | 0                 | 0                 |
| Commissions and Fees                             | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Charges, Commissions, &amp; Fees</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>Other Governments &amp; Agencies</b>          |                   |                    |                   |                   |
| Federal Direct                                   | 0                 | 0                  | 0                 | 0                 |
| Federal Through State                            | 0                 | 0                  | 0                 | 0                 |
| Federal Through Other Pass-Through               | 0                 | 0                  | 0                 | 0                 |
| State Direct                                     | 0                 | 0                  | 0                 | 0                 |
| Other Government Agencies                        | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Governments &amp; Agencies</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>Other Program Revenue</b>                     |                   |                    |                   |                   |
| Contributions and Gifts                          | 0                 | 0                  | 0                 | 0                 |
| Miscellaneous Revenue                            | 0                 | 0                  | 0                 | 0                 |
| Use of Money or Property                         | 44,000            | 22,924             | 44,000            | 0                 |
| <b>Subtotal Other Program Revenue</b>            | <b>44,000</b>     | <b>22,924</b>      | <b>44,000</b>     | <b>0</b>          |
| <b>TOTAL PROGRAM REVENUE</b>                     | <b>44,000</b>     | <b>22,924</b>      | <b>44,000</b>     | <b>0</b>          |
| <b>NON-PROGRAM REVENUE:</b>                      |                   |                    |                   |                   |
| Property Taxes                                   | 0                 | 0                  | 0                 | 0                 |
| Local Option Sales Tax                           | 0                 | 0                  | 0                 | 0                 |
| Other Taxes, Licenses, & Permits                 | 0                 | 0                  | 0                 | 0                 |
| Fines, Forfeits, & Penalties                     | 0                 | 0                  | 0                 | 0                 |
| Compensation From Property                       | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL NON-PROGRAM REVENUE</b>                 | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TRANSFERS FROM OTHER FUNDS AND UNITS:</b>     | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL REVENUE AND TRANSFERS</b>               | <b>44,000</b>     | <b>22,924</b>      | <b>44,000</b>     | <b>0</b>          |

## 37 Social Services-Financial

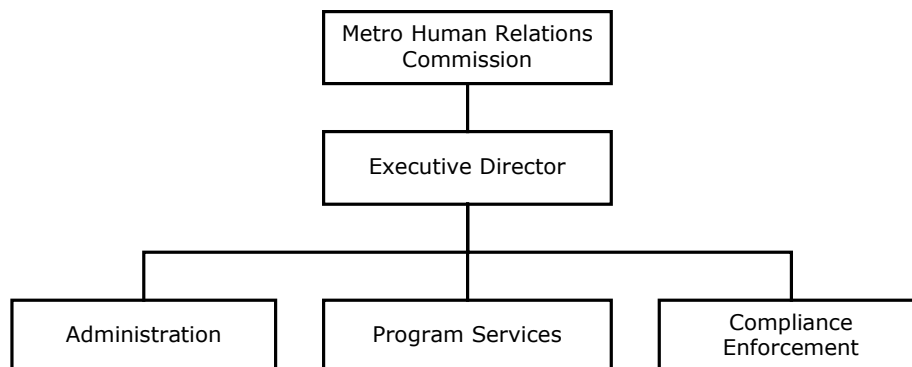
**Reminder:** Some classifications were deleted and new classifications (class number 10000 and above) were added to implement the 2002 Reclassification Study & Pay Plan. Many of the class changes from FY 2001 to FY 2002 were due to implementing that Study.

|                                     | Class | Grade | FY 2001   |          | FY 2002   |          | FY 2003 |          |
|-------------------------------------|-------|-------|-----------|----------|-----------|----------|---------|----------|
|                                     |       |       | Bud. Pos. | Bud. FTE | Bud. Pos. | Bud. FTE | Bud Pos | Bud. FTE |
| 37 Social Services - GSD Fund 10101 |       |       |           |          |           |          |         |          |
| Account Clerk 3                     | 3730  | GS05  | 4         | 3.5      | 0         | 0.0      | 0       | 0.0      |
| Admin Services Mgr                  | 7242  | SR13  | 4         | 4.0      | 2         | 2.0      | 2       | 2.0      |
| Admin Services Officer 3            | 7244  | SR10  | 0         | 0.0      | 1         | 1.0      | 1       | 1.0      |
| Admin Services Officer 4            | 7245  | SR12  | 1         | 1.0      | 3         | 3.0      | 3       | 3.0      |
| Administrative Assistant            | 7241  | SR09  | 1         | 1.0      | 1         | 1.0      | 1       | 1.0      |
| Administrative Assistant 1          | 7240  | GS06  | 3         | 3.0      | 0         | 0.0      | 0       | 0.0      |
| Bldg Maint Worker                   | 7257  | TG04  | 2         | 2.0      | 2         | 2.0      | 2       | 2.0      |
| Bldg Maintenance Mech               | 2220  | TG08  | 1         | 1.0      | 1         | 1.0      | 1       | 1.0      |
| Case Manager                        | 7260  | GS08  | 1         | 1.0      | 0         | 0.0      | 0       | 0.0      |
| Cook                                | 1330  | TG05  | 4         | 3.9      | 4         | 3.9      | 4       | 3.9      |
| Cook- Assistant                     | 2140  | TG03  | 6         | 4.3      | 9         | 6.0      | 9       | 6.0      |
| Cook Leader                         | 4510  | TL05  | 3         | 3.0      | 2         | 2.0      | 2       | 2.0      |
| Cust Serv Asst Supv                 | 5450  | TS02  | 1         | 1.0      | 1         | 1.0      | 1       | 1.0      |
| Custodian 1                         | 7280  | TG03  | 9         | 8.1      | 9         | 8.4      | 9       | 8.4      |
| Customer Service Supv.              | 6598  | SR10  | 2         | 2.0      | 2         | 2.0      | 2       | 2.0      |
| Day Care Center Asst.Teacher        | 5542  | SR06  | 3         | 3.0      | 4         | 4.0      | 4       | 4.0      |
| Day Care Center Teacher             | 6047  | SR08  | 2         | 2.0      | 3         | 3.0      | 3       | 3.0      |
| Group Care Aide                     | 7314  | SR04  | 3         | 3.0      | 5         | 5.0      | 5       | 5.0      |
| Group Care Worker                   | 6079  | SR05  | 33        | 30.8     | 28        | 27.3     | 28      | 27.3     |
| Group Care Worker Senior            | 6080  | SR07  | 9         | 9.0      | 10        | 10.0     | 10      | 10.0     |
| Health Care Coordinator             | 6839  | SR10  | 1         | 1.0      | 0         | 0.0      | 0       | 0.0      |
| Health Care Worker Senior           | 7315  | SR07  | 3         | 3.0      | 2         | 2.0      | 2       | 2.0      |
| Homemaker                           | 6311  | SR05  | 36        | 36.0     | 30        | 30.0     | 30      | 30.0     |
| Human Resource Assistant 2          | 6931  | SR07  | 0         | 0        | 2         | 2.0      | 2       | 2.0      |
| Info Systems Analyst 1              | 7779  | SR10  | 1         | 1.0      | 1         | 1.0      | 1       | 1.0      |
| Info Systems Technician 1           | 7784  | SR08  | 1         | 1.0      | 1         | 1.0      | 1       | 1.0      |
| Interpreter - Pool                  | 9032  | NS    | 0         | 0        | 35        | 1.9      | 35      | 1.9      |
| Mail Clerk Carrier                  | 5910  | GS04  | 1         | 1.0      | 0         | 0.0      | 0       | 0.0      |
| Nutrition Site Coord                | 6771  | SR05  | 24        | 8.5      | 23        | 9.1      | 23      | 9.1      |
| Nutrition Site Monitor              | 7746  | SR07  | 1         | 1.0      | 1         | 1.0      | 1       | 1.0      |
| Office Support Representative 1     | 10120 | SR04  | 6         | 5.5      | 1         | 0.5      | 1       | 0.5      |
| Office Support Representative 2     | 10121 | SR05  | 2         | 2.0      | 1         | 1.0      | 1       | 1.0      |
| Office Support Representative 3     | 10122 | SR06  | 4         | 4.0      | 4         | 4.0      | 4       | 4.0      |
| Office Support Specialist 1         | 10123 | SR07  | 4         | 4.0      | 8         | 8.0      | 8       | 8.0      |
| Professional Specialist             | 7753  | SR11  | 0         | 0.0      | 2         | 2.0      | 2       | 2.0      |
| Program Coordinator                 | 6034  | SR09  | 4         | 4.0      | 2         | 2.0      | 2       | 2.0      |
| Program Manager 1                   | 7376  | SR11  | 12        | 12.0     | 9         | 9.0      | 9       | 9.0      |
| Program Manager 2                   | 7377  | SR12  | 9         | 9.0      | 5         | 5.0      | 5       | 5.0      |
| Program Specialist 2                | 7379  | SR08  | 32        | 32.0     | 10        | 9.5      | 10      | 9.5      |
| Program Specialist 3                | 7380  | SR10  | 27        | 27.0     | 2         | 2.0      | 2       | 2.0      |
| Program Supervisor                  | 7381  | SR10  | 4         | 4.0      | 5         | 5.0      | 5       | 5.0      |
| Residential Care Admin              | 7393  | SR13  | 2         | 2.0      | 2         | 2.0      | 2       | 2.0      |
| Social Services Asst. Dir           | 0385  | SR15  | 1         | 1.0      | 1         | 1.0      | 1       | 1.0      |
| Social Services Dir                 | 1680  | DP02  | 1         | 1.0      | 1         | 1.0      | 1       | 1.0      |
| Social Work Associate               | 1820  | SR07  | 11        | 11.0     | 9         | 9.0      | 9       | 9.0      |
| Social Work Technician              | 7405  | SR06  | 14        | 13.8     | 8         | 7.8      | 8       | 7.8      |
| Social Worker 1                     | 4949  | SR08  | 30        | 30.0     | 12        | 12.0     | 12      | 12.0     |
| Social Worker 2                     | 7260  | SR09  | 0         | 0.0      | 9         | 9.0      | 9       | 9.0      |
| Social Worker 3                     | 4835  | SR10  | 5         | 5.0      | 8         | 8.0      | 8       | 8.0      |
| Sp Skills Instructor                | 0220  | SR08  | 2         | 2.0      | 3         | 3.0      | 3       | 3.0      |
| Van Driver                          | 7760  | TG05  | 13        | 13.0     | 11        | 11.0     | 11      | 11.0     |
| Total Positions & FTE               |       |       | 343       | 321.4    | 295       | 242.3    | 295     | 242.3    |

## 44 Human Relations Commission-At a Glance

|                                    |  |                          |                          |                       |                       |                                    |  |  |  |                  |           |           |           |                       |          |          |          |                           |                         |                         |                         |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |          |          |          |                              |                   |                   |                   |                     |   |   |   |           |          |          |          |                       |                          |                          |                          |  |  |
|------------------------------------|--|--------------------------|--------------------------|-----------------------|-----------------------|------------------------------------|--|--|--|------------------|-----------|-----------|-----------|-----------------------|----------|----------|----------|---------------------------|-------------------------|-------------------------|-------------------------|--------------------------------|--|--|--|------------------------------|-----|-----|-----|-------------------|---|---|---|-----------------------|----------|----------|----------|------------------------------|-------------------|-------------------|-------------------|---------------------|---|---|---|-----------|----------|----------|----------|-----------------------|--------------------------|--------------------------|--------------------------|--|--|
| <b>Vision</b>                      | The Human Relations Commission visions Nashville, Davidson County as One City All People. Commission priorities are to continue effective programs to address issues of Nashville’s growing diversity, improving race relations, and building two-way respect between the Community and the Police. The Compliance Enforcement program of the Commission will address complaints of discrimination and community concern issues for Nashville and Davidson County.   |                          |                          |                       |                       |                                    |  |  |  |                  |           |           |           |                       |          |          |          |                           |                         |                         |                         |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |          |          |          |                              |                   |                   |                   |                     |   |   |   |           |          |          |          |                       |                          |                          |                          |  |  |
| <b>Mission</b>                     | The mission of the Human Relations Commission is to protect and promote the personal dignity of all people by protecting and promoting their safety, health, security, peace, and general welfare.   |                          |                          |                       |                       |                                    |  |  |  |                  |           |           |           |                       |          |          |          |                           |                         |                         |                         |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |          |          |          |                              |                   |                   |                   |                     |   |   |   |           |          |          |          |                       |                          |                          |                          |  |  |
| <b>Budget Summary</b>              | <table><tr><td></td><td><u><b>2000-01</b></u></td><td><u><b>2001-02</b></u></td><td><u><b>2002-03</b></u></td></tr><tr><td><b>Expenditures and Transfers:</b></td><td></td><td></td><td></td></tr><tr><td>GSD General Fund</td><td>\$170,824</td><td>\$350,461</td><td>\$365,820</td></tr><tr><td>Special purpose funds</td><td><u>0</u></td><td><u>0</u></td><td><u>0</u></td></tr><tr><td><b>Total Expenditures</b></td><td><u><b>\$170,824</b></u></td><td><u><b>\$350,461</b></u></td><td><u><b>\$365,820</b></u></td></tr><tr><td><b>Revenues and Transfers:</b></td><td></td><td></td><td></td></tr><tr><td>Charges, Commissions, &amp; Fees</td><td>\$0</td><td>\$0</td><td>\$0</td></tr><tr><td>Other Governments</td><td>0</td><td>0</td><td>0</td></tr><tr><td>Other Program Revenue</td><td><u>0</u></td><td><u>0</u></td><td><u>0</u></td></tr><tr><td><b>Total Program Revenue</b></td><td><u><b>\$0</b></u></td><td><u><b>\$0</b></u></td><td><u><b>\$0</b></u></td></tr><tr><td>Non-program Revenue</td><td>0</td><td>0</td><td>0</td></tr><tr><td>Transfers</td><td><u>0</u></td><td><u>0</u></td><td><u>0</u></td></tr><tr><td><b>Total Revenues</b></td><td><u><u><b>\$0</b></u></u></td><td><u><u><b>\$0</b></u></u></td><td><u><u><b>\$0</b></u></u></td></tr></table> |                          | <u><b>2000-01</b></u>    | <u><b>2001-02</b></u> | <u><b>2002-03</b></u> | <b>Expenditures and Transfers:</b> |  |  |  | GSD General Fund | \$170,824 | \$350,461 | \$365,820 | Special purpose funds | <u>0</u> | <u>0</u> | <u>0</u> | <b>Total Expenditures</b> | <u><b>\$170,824</b></u> | <u><b>\$350,461</b></u> | <u><b>\$365,820</b></u> | <b>Revenues and Transfers:</b> |  |  |  | Charges, Commissions, & Fees | \$0 | \$0 | \$0 | Other Governments | 0 | 0 | 0 | Other Program Revenue | <u>0</u> | <u>0</u> | <u>0</u> | <b>Total Program Revenue</b> | <u><b>\$0</b></u> | <u><b>\$0</b></u> | <u><b>\$0</b></u> | Non-program Revenue | 0 | 0 | 0 | Transfers | <u>0</u> | <u>0</u> | <u>0</u> | <b>Total Revenues</b> | <u><u><b>\$0</b></u></u> | <u><u><b>\$0</b></u></u> | <u><u><b>\$0</b></u></u> |  |  |
|                                    | <u><b>2000-01</b></u>  | <u><b>2001-02</b></u>    | <u><b>2002-03</b></u>    |                       |                       |                                    |  |  |  |                  |           |           |           |                       |          |          |          |                           |                         |                         |                         |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |          |          |          |                              |                   |                   |                   |                     |   |   |   |           |          |          |          |                       |                          |                          |                          |  |  |
| <b>Expenditures and Transfers:</b> |  |                          |                          |                       |                       |                                    |  |  |  |                  |           |           |           |                       |          |          |          |                           |                         |                         |                         |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |          |          |          |                              |                   |                   |                   |                     |   |   |   |           |          |          |          |                       |                          |                          |                          |  |  |
| GSD General Fund                   | \$170,824  | \$350,461                | \$365,820                |                       |                       |                                    |  |  |  |                  |           |           |           |                       |          |          |          |                           |                         |                         |                         |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |          |          |          |                              |                   |                   |                   |                     |   |   |   |           |          |          |          |                       |                          |                          |                          |  |  |
| Special purpose funds              | <u>0</u>   | <u>0</u>                 | <u>0</u>                 |                       |                       |                                    |  |  |  |                  |           |           |           |                       |          |          |          |                           |                         |                         |                         |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |          |          |          |                              |                   |                   |                   |                     |   |   |   |           |          |          |          |                       |                          |                          |                          |  |  |
| <b>Total Expenditures</b>          | <u><b>\$170,824</b></u>  | <u><b>\$350,461</b></u>  | <u><b>\$365,820</b></u>  |                       |                       |                                    |  |  |  |                  |           |           |           |                       |          |          |          |                           |                         |                         |                         |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |          |          |          |                              |                   |                   |                   |                     |   |   |   |           |          |          |          |                       |                          |                          |                          |  |  |
| <b>Revenues and Transfers:</b>     |  |                          |                          |                       |                       |                                    |  |  |  |                  |           |           |           |                       |          |          |          |                           |                         |                         |                         |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |          |          |          |                              |                   |                   |                   |                     |   |   |   |           |          |          |          |                       |                          |                          |                          |  |  |
| Charges, Commissions, & Fees       | \$0  | \$0                      | \$0                      |                       |                       |                                    |  |  |  |                  |           |           |           |                       |          |          |          |                           |                         |                         |                         |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |          |          |          |                              |                   |                   |                   |                     |   |   |   |           |          |          |          |                       |                          |                          |                          |  |  |
| Other Governments                  | 0  | 0                        | 0                        |                       |                       |                                    |  |  |  |                  |           |           |           |                       |          |          |          |                           |                         |                         |                         |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |          |          |          |                              |                   |                   |                   |                     |   |   |   |           |          |          |          |                       |                          |                          |                          |  |  |
| Other Program Revenue              | <u>0</u>   | <u>0</u>                 | <u>0</u>                 |                       |                       |                                    |  |  |  |                  |           |           |           |                       |          |          |          |                           |                         |                         |                         |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |          |          |          |                              |                   |                   |                   |                     |   |   |   |           |          |          |          |                       |                          |                          |                          |  |  |
| <b>Total Program Revenue</b>       | <u><b>\$0</b></u>  | <u><b>\$0</b></u>        | <u><b>\$0</b></u>        |                       |                       |                                    |  |  |  |                  |           |           |           |                       |          |          |          |                           |                         |                         |                         |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |          |          |          |                              |                   |                   |                   |                     |   |   |   |           |          |          |          |                       |                          |                          |                          |  |  |
| Non-program Revenue                | 0  | 0                        | 0                        |                       |                       |                                    |  |  |  |                  |           |           |           |                       |          |          |          |                           |                         |                         |                         |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |          |          |          |                              |                   |                   |                   |                     |   |   |   |           |          |          |          |                       |                          |                          |                          |  |  |
| Transfers                          | <u>0</u>   | <u>0</u>                 | <u>0</u>                 |                       |                       |                                    |  |  |  |                  |           |           |           |                       |          |          |          |                           |                         |                         |                         |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |          |          |          |                              |                   |                   |                   |                     |   |   |   |           |          |          |          |                       |                          |                          |                          |  |  |
| <b>Total Revenues</b>              | <u><u><b>\$0</b></u></u>   | <u><u><b>\$0</b></u></u> | <u><u><b>\$0</b></u></u> |                       |                       |                                    |  |  |  |                  |           |           |           |                       |          |          |          |                           |                         |                         |                         |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |          |          |          |                              |                   |                   |                   |                     |   |   |   |           |          |          |          |                       |                          |                          |                          |  |  |
| <b>Positions</b>                   | Total Budgeted Positions   | 4                        | 5                        | 5                     |                       |                                    |  |  |  |                  |           |           |           |                       |          |          |          |                           |                         |                         |                         |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |          |          |          |                              |                   |                   |                   |                     |   |   |   |           |          |          |          |                       |                          |                          |                          |  |  |
| <b>Contacts</b>                    | Executive Director: Rosalyn Carpenter email: rosalyn.carpenter@nashville.gov<br><br>Howard Office Building<br>700 Second Avenue South, 2 <sup>nd</sup> Floor 37210 Phone: 880-3370 FAX: 880-3373   |                          |                          |                       |                       |                                    |  |  |  |                  |           |           |           |                       |          |          |          |                           |                         |                         |                         |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |          |          |          |                              |                   |                   |                   |                     |   |   |   |           |          |          |          |                       |                          |                          |                          |  |  |

### Organizational Structure



# 44 Human Relations Commission-At a Glance

## Budget Highlights FY 2003

|  |                 |
|--|-----------------|
| • Compliance Manager position upgrade to enhance recruitment efforts | \$9,400         |
| • Pay Plan/Benefit adjustments                                       | 8,100           |
| • Information Systems billings                                       | -841            |
| • Telecommunication net adjustment                                   | -1,300          |
| Total  | <u>\$15,359</u> |

## Overview

### ADMINISTRATION

The 17 Human Relations Commissioners are appointed by the Mayor and confirmed by the Metro Council to represent the conscience of the Nashville and Davidson County community. Commissioners are responsible for the oversight, resolution, and addressing of community concern issues and complaints of discrimination (real and perceived).

The Executive Director manages the day-to-day operations of the Human Relations Commission. The Director is responsible for all fiscal, administrative, and program areas of the Commission.

### PROGRAM SERVICES

Program Services provides the training, education and outreach, and community relation's efforts of the Human Relations Commission. Priority areas for the Commission are improving Race Relations, promoting Respect for Diversity, and building two-way respect between the Community and Police. Activities include public forums, community leadership sessions, diversity training, facilitation of Study Circles, community awareness presentations, and community relations, which include being present where community concern discussions occur.



### COMPLIANCE ENFORCEMENT

Compliance Enforcement proactively and reactively monitors, investigates and resolves complaints of discrimination within Davidson County. Our program reviews discriminatory misconduct by Metropolitan Government employees as well as addressing issues of community concern.

## 44 Human Relations Commission-Performance

| Objectives  | Performance Measures   | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|---|--|-------------------|--------------------|-------------------|-------------------|
| <b>HUMAN RELATIONS COMMISSION</b>   |  |                   |                    |                   |                   |
| 1. To build two-way respect between the Community and Police through diversity training, public forums, and complaint resolution.           | a. Hours of diversity training to Police recruits/lateral officers   | na                | na                 | na                | 28 hours          |
|   | b. Community/Police public forums (includes youth)   | na                | na                 | na                | 3                 |
|   | c. Timeliness of addressing complaints of Police misconduct/racial profiling                                     | na                | na                 | na                | Quarterly         |
| 2. To improve race relations and address diversity issues through education, outreach and compliance enforcement.                           | a. To implement the 4-Phase Campaign to Promote Racial Justice   | na                | na                 | na                | Ongoing           |
|   | b. To provide information on diversity issues, Title VI, and Title VII during the Celebration of Cultures event  | na                | na                 | na                | 1                 |
|   | c. Number of Metro Government Diversity Dialogue Study Circle groups that are developed, recruited and supported | na                | na                 | na                | 4                 |
| 3. To provide monitoring, verification, and resolution of discrimination allegations, community concerns, and racial profiling allegations. | a. Number of times per year that the Commission will review Compliance findings                                  | na                | na                 | na                | 4/quarterly       |
|   | b. Oral and written reports will be provided to the Council, Mayor and general public                            | na                | na                 | na                | annually          |
| 4. To lessen prejudice and discrimination through education and outreach.   | a. Community reports during MLK Celebration  | 3                 | na                 | 4                 | 2                 |
|   | b. Website   | na                | na                 | ongoing           | ongoing           |
|   | c. Community Relations   | ongoing           | na                 | ongoing           | ongoing           |



# 44 Human Relations Commission-Financial

## Human Relations Commission GSD General Fund

| EXPENSE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>OPERATING EXPENSE:</b>                        |                   |                    |                   |                   |
| <b>PERSONAL SERVICES:</b>                        |                   |                    |                   |                   |
| Salary Expense                                   | 120,193           | 116,354            | 204,543           | 218,643           |
| Fringe Benefits                                  | 30,111            | 28,388             | 44,226            | 47,626            |
| Per Diem & Other Fees                            | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL PERSONAL SERVICES</b>                   | <b>150,304</b>    | <b>144,742</b>     | <b>248,769</b>    | <b>266,269</b>    |
| <b>OTHER SERVICES:</b>                           |                   |                    |                   |                   |
| Utilities  | 0                 | 0                  | 0                 | 0                 |
| Professional Services                            | 1,102             | 4,719              | 25,602            | 25,602            |
| Purchased Services                               | 4,000             | 4,232              | 4,000             | 4,000             |
| Travel   | 6,457             | 2,700              | 14,657            | 14,657            |
| Communications                                   | 0                 | 478                | 500               | 500               |
| Printing   | 856               | 247                | 2,056             | 2,056             |
| Advertising & Promotion                          | 0                 | 0                  | 5,000             | 5,000             |
| Subscriptions                                    | 0                 | 682                | 1,500             | 1,500             |
| Tuition, Reg., & Membership Dues                 | 1,000             | 700                | 6,300             | 6,300             |
| Repairs & Maintenance Services                   | 0                 | 0                  | 1,200             | 1,200             |
| Internal Service Fees                            | 3,972             | 7,693              | 16,244            | 14,103            |
| <b>TOTAL OTHER SERVICES</b>                      | <b>17,387</b>     | <b>21,451</b>      | <b>77,059</b>     | <b>74,918</b>     |
| <b>OTHER EXPENSE:</b>                            |                   |                    |                   |                   |
| Supplies and Materials                           | 3,133             | 2,201              | 22,933            | 22,933            |
| Misc. Other Expenses & Payments                  | 0                 | 0                  | 0                 | 0                 |
| Fixed Charges                                    | 0                 | 0                  | 1,500             | 1,500             |
| Licenses, Permits, & Fees                        | 0                 | (12)               | 200               | 200               |
| Taxes  | 0                 | 0                  | 0                 | 0                 |
| Grant Contributions & Awards                     | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL OTHER EXPENSE</b>                       | <b>3,133</b>      | <b>2,189</b>       | <b>24,633</b>     | <b>24,633</b>     |
| <b>PENSION, ANNUITY, DEBT, &amp; OTHER COSTS</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>EQUIPMENT, BUILDINGS, &amp; LAND</b>          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>SPECIAL PROJECTS</b>                          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL OPERATING EXPENSE</b>                   | <b>170,824</b>    | <b>168,382</b>     | <b>350,461</b>    | <b>365,820</b>    |
| <b>TRANSFERS TO OTHER FUNDS &amp; UNITS:</b>     | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL EXPENSE AND TRANSFERS</b>               | <b>170,824</b>    | <b>168,382</b>     | <b>350,461</b>    | <b>365,820</b>    |

# 44 Human Relations Commission-Financial

## Human Relations Commission GSD General Fund

| REVENUE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>PROGRAM REVENUE:</b>                          |                   |                    |                   |                   |
| <b>Charges, Commissions, &amp; Fees</b>          |                   |                    |                   |                   |
| Charges For Current Services                     | 0                 | 0                  | 0                 | 0                 |
| Commissions and Fees                             | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Charges, Commissions, &amp; Fees</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>Other Governments &amp; Agencies</b>          |                   |                    |                   |                   |
| Federal Direct                                   | 0                 | 0                  | 0                 | 0                 |
| Federal Through State                            | 0                 | 0                  | 0                 | 0                 |
| Federal Through Other Pass-Through               | 0                 | 0                  | 0                 | 0                 |
| State Direct                                     | 0                 | 0                  | 0                 | 0                 |
| Other Government Agencies                        | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Governments &amp; Agencies</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>Other Program Revenue</b>                     |                   |                    |                   |                   |
| Contributions and Gifts                          | 0                 | 0                  | 0                 | 0                 |
| Miscellaneous Revenue                            | 0                 | 0                  | 0                 | 0                 |
| Use of Money or Property                         | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Program Revenue</b>            | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL PROGRAM REVENUE</b>                     | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>NON-PROGRAM REVENUE:</b>                      |                   |                    |                   |                   |
| Property Taxes                                   | 0                 | 0                  | 0                 | 0                 |
| Local Option Sales Tax                           | 0                 | 0                  | 0                 | 0                 |
| Other Taxes, Licenses, & Permits                 | 0                 | 0                  | 0                 | 0                 |
| Fines, Forfeits, & Penalties                     | 0                 | 0                  | 0                 | 0                 |
| Compensation From Property                       | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL NON-PROGRAM REVENUE</b>                 | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TRANSFERS FROM OTHER FUNDS AND UNITS:</b>     | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL REVENUE AND TRANSFERS</b>               | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |

## 44 Human Relations Commission-Financial

**Reminder:** Some classifications were deleted and new classifications (class number 10000 and above) were added to implement the 2002 Reclassification Study & Pay Plan. Many of the class changes from FY 2001 to FY 2002 were due to implementing that Study.

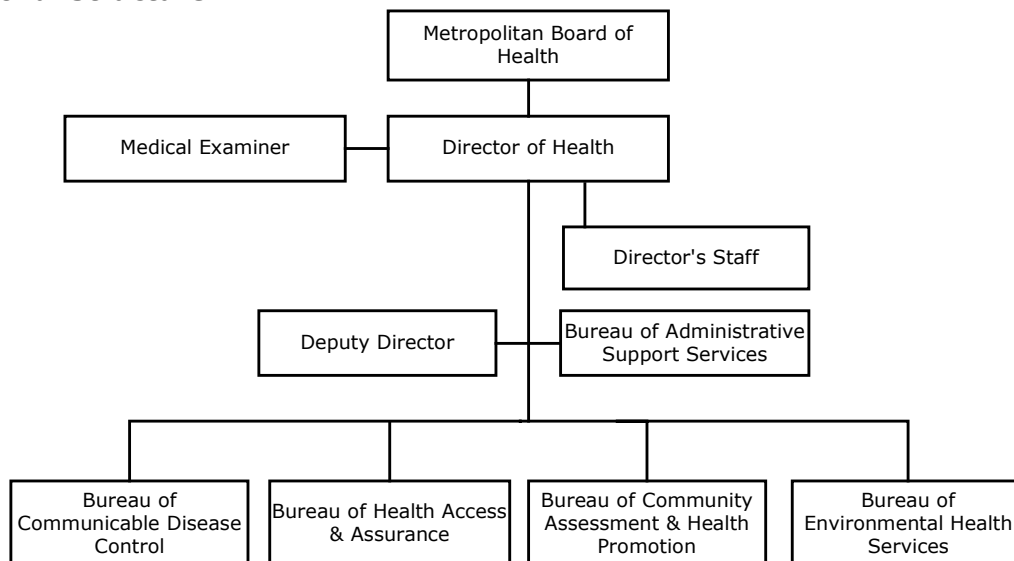
|  |              |      | FY 2001          |                 | FY 2002          |                 | FY 2003          |                 |
|--|--------------|------|------------------|-----------------|------------------|-----------------|------------------|-----------------|
| <u>Class</u>                               | <u>Grade</u> |      | <u>Bud. Pos.</u> | <u>Bud. FTE</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> |
| <b>44 Human Relations - GSD Fund 10101</b> |              |      |                  |                 |                  |                 |                  |                 |
| Administrative Serv. Mgr.                  | 7242         | SR13 | 0                | 0.0             | 1                | 1.0             | 1                | 1.0             |
| Compliance Inspector 1                     | 7731         | SR07 | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Human Relations Dir                        | 1584         | NS   | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Office Assistant 2                         | 7748         | GS04 | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Prog Coordinator                           | 6034         | SR09 | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| <b>Total Positions &amp; FTE</b>           |              |      | <b>4</b>         | <b>4.0</b>      | <b>5</b>         | <b>5.0</b>      | <b>5</b>         | <b>5.0</b>      |

# 38 Health Department-At a Glance



|                       |  |                            |                            |                            |
|-----------------------|--|----------------------------|----------------------------|----------------------------|
| <b>Vision</b>         | The Metropolitan Nashville and Davidson County Health Department sees itself as public health leaders uniting communities for a healthier tomorrow!  |                            |                            |                            |
| <b>Mission</b>        | To provide quality health services in an effective, efficient and caring manner to prevent diseases, promote and maintain health, and provide care, and protect the environment.   |                            |                            |                            |
| <b>Budget Summary</b> |  | <u><b>2000-01</b></u>      | <u><b>2001-02</b></u>      | <u><b>2002-03</b></u>      |
|                       | <b>Expenditures and Transfers:</b>   |                            |                            |                            |
|                       | GSD General Fund   | \$29,639,875               | \$35,962,435               | \$39,910,942               |
|                       | Special purpose funds  | 294,100                    | 195,870                    | 195,870                    |
|                       | <b>Total Expenditures</b>  | <u><b>\$29,933,975</b></u> | <u><b>\$36,158,305</b></u> | <u><b>\$40,106,812</b></u> |
|                       | <b>Revenues and Transfers:</b>   |                            |                            |                            |
|                       | Charges, Commissions, & Fees   | \$1,758,799                | \$2,247,175                | \$2,604,400                |
|                       | Other Governments  | 10,292,622                 | 14,352,440                 | 11,603,649                 |
|                       | Other Program Revenue  | 660,300                    | 556,170                    | 419,500                    |
|                       | <b>Total Program Revenue</b>   | <u><b>\$12,711,721</b></u> | <u><b>\$17,155,785</b></u> | <u><b>\$14,627,549</b></u> |
|                       | Non-program Revenue  | 588,200                    | 640,500                    | 581,600                    |
|                       | Transfers  | 2,323,755                  | 2,442,118                  | 2,409,302                  |
|                       | <b>Total Revenues</b>  | <u><b>\$15,623,676</b></u> | <u><b>\$20,238,403</b></u> | <u><b>\$17,618,451</b></u> |
| <b>Positions</b>      | Total Budgeted Positions   | 518                        | 565                        | 547                        |
| <b>Contacts</b>       | Director of Health: Dr. Stephanie Bailey      email: stephanie.bailey@nashville.org<br>Financial Manager: Stan Romine      email: stan.romine@nashville.gov<br><br>Lentz Building, 311 23 <sup>rd</sup> Avenue North 37203      Phone: 862-5900      FAX: 340-5665 |                            |                            |                            |

## Organizational Structure



# 38 Health Department-At a Glance



## Budget Highlights FY2003

|   |                    |
|---|--------------------|
| • Pay Plan/Benefit adjustments                                | \$840,200          |
| • 800 MHz Radio System  | 1,000              |
| • Information Systems billings                                | 67,637             |
| • Fleet Management Consolidation net adjustment               | -61,980            |
| • Telecommunication net adjustment                            | -32,350            |
| • Reopen East Health Center Dental Clinic                     | 300,600            |
| • Correctional Health Services – Dialysis for Inmates         | 498,000            |
| • Bioterrorism preparedness                                   | 56,500             |
| • Bridges to Care Program – Prescription Medication Provision | 282,500            |
| • Elimination of Tenn Care Eligibility Determination Grant    | -288,000           |
| • Elimination of TennCare Reverification Grant                | -690,600           |
| • Medical Examiner rent                                       | 510,000            |
| • Medical Examiner contract                                   | 2,540,000          |
| Total   | <u>\$4,023,507</u> |

## Overview

### METROPOLITAN BOARD OF HEALTH

**Departmental Administration** provides direction to the department, overall policy development and implementation and legal counsel for the Health Department. It includes the Director of Health, Deputy Director, Public Relations, and Quality Management.

Quality Management is responsible for establishing and implementing a department wide quality management system that incorporates quality assurance and quality improvement. Activities also include monitoring the financial operations of the department and compliance with policies and procedures.

**Correctional Health Services** contracts with a correctional healthcare company to manage and operate the health care delivery system for inmates of the Davidson County Sheriff's Department (excluding the CCA facility). Services to inmates include screening, health assessment, mental health services, dental services, medication administration, sick call emergency care and chronic care follow up.

### MEDICAL EXAMINER

The Chief Medical Examiner is responsible for the overall operation of the Medical Examiners Office including supervision of the assistant Medical Examiners and the Chief Operating Officer. This office performs autopsies and provides scientific testimony for use in legal proceedings. Medical Examiners perform autopsies, provide court testimony, directs staff activities during the performance of autopsies, and assist in the training of medical students and fellows. The Investigations Division investigates death scenes, assists in determining medical examiner cases, and communicates with families, doctors, law enforcement and health care facilities.

### BUREAU OF ADMINISTRATIVE SUPPORT SERVICES

**Administrative Support Services** provides a number of administrative and fiscal support services for the programs of the Metropolitan Health Department. These include Business Office, Housekeeping, Maintenance, Inventory, Personnel, and Finance Office.

The Business office processes payment for all purchases made to the department and prepares and processes the departmental payroll including issuance of all paychecks.

The Housekeeping service provides cleaning and related services for all buildings. The Director of Housekeeping and Security provides security training for Health Department staff and serves as the focal point in matters of security regarding staff, buildings and equipment.

The Maintenance service is responsible for repairs to all department facilities which include routine and preventive maintenance. Provides courier service for program activities to transport items not handled by the USPS.

The Inventory Control supplies every division of the Health Department with operational forms, supplies and equipment handling. Other components consist of fixed asset inventory, central shipping and receiving and employee assigned equipment.

The Personnel office is responsible for recruiting professional and support staff, maintaining all personnel related records and documents and assuring compliance with federal, state and metro regulations. Provides training and employee competencies development.

The Finance office is responsible for coordinating, preparing and maintaining departmental operating budgets.

### BUREAU OF COMMUNICABLE DISEASE CONTROL

**Notifiable Disease Control** is responsible for the control of infectious diseases in the community, particularly those which are vaccine-preventable. The Court Appointed Special Advocate Program assists both public and private medical providers to maximize immunization coverage for children age two years and younger. The Immunization Registry quantifies vaccination completion rates and identifies specific children at risk for vaccine-preventable diseases. Other programs specifically address Hepatitis C, perinatal Hepatitis B, and provide flu vaccine to community members and Metro Government employees. The division routinely responds to actual and potential disease outbreaks and provides prophylactic treatment as necessary. Active and passive disease surveillance are critical disease control strategies that are being expanded. The division coordinates "homeland security" preparedness related to public health in Davidson County, and provides community and healthcare provider education on bioterrorism and communicable diseases.

**Sexually Transmitted Disease (STD) Control** is engaged in a comprehensive approach to reduce incidence of sexually transmitted diseases in Davidson

# 38 Health Department-At a Glance



County. Collaboration with the STD Free! Coalition and the nationally recognized Criminal Justice Center Syphilis Screening Project, along with enhanced STD surveillance and clinical services are significantly impacting the burden of syphilis in the community. The division also provides outreach screening services, and contact investigation to identify and treat partners at high risk for STD infections, and offers free HIV counseling and testing. Community and healthcare provider education continues to be a major focus of the division.

**Tuberculosis (TB) Control** addresses this public health threat through surveillance, clinical examination and treatment of patients with active TB disease, x-ray and laboratory monitoring, and directly observed therapy (DOT) to ensure completion of therapy. Case management helps to address both medical and social needs of patients throughout the treatment period. Contact investigation and targeted screening helps to identify residents with latent tuberculosis infection (LTBI) who are at risk for developing active TB disease later in life. The program offers free treatment for LTBI to significantly reduce that risk and the burden of TB disease in the community. Community and provider education continue to build awareness of tuberculosis as a continued public health threat yet a treatable and curable disease.

## BUREAU OF HEALTH ACCESS AND ASSURANCE

### Children's Health Services

*Oral Health Services - Dental Care* is available to children and adults at a charge based on their family income. Dental care for adults is generally limited to treatment of acute conditions. Oral surgery is provided at the Lentz Public Health Center. Oral Health Services also offers dental sealants to students in several Davidson County elementary schools to prevent cavities in permanent molars.

*Oral Health Services* has two dental clinics available, that provide a full range of dental services through a contract with Meharry Medical College.

*School Health* services the General Education population of the Metro School System by offering, at a minimum, a nurse consultant to each school. It also provides skilled nursing services to children with special health care needs at local public schools. The program is provided through a contract with the Metropolitan Board of Education.

*Healthy Start Program* is designed to support first time mothers by home visits that provide education regarding child safety, health, disease prevention, child development, and parenting skills. Public health nurses and outreach workers make home visits with first time mothers on a weekly basis.

*Home Visiting Services* provides case management services through home visits by public health nurses for high-risk pregnant women and children up to age 6. Referrals are received from community agencies, physicians and the Department of Children's Services.

*Family Advocate Services* provides assessment, education, and intervention services for families of pregnant women and children up to the age of seven. The objective is to improve school readiness through early detection of social, health, developmental and behavioral problems.

*The Families First Program* provides home assessments of children whose parent is no longer receiving public assistance.

*Maternal & Child Health* provides intensive case management of high-risk infants, young children to age 7, and pregnant women, including home visits made by Registered Nurses and Social Workers.

*Children's Special Services* provides medical assistance, case management, speech and hearing evaluations, and therapy, parent information and support for children up to age 21 with chronic health problems.

*United Way Mobile Screening* provides dental, hearing, speech, vision, developmental & behavioral screenings for children age 6 months through 6 years in Davidson and surrounding counties. Appropriate referrals are made to a medical home provider. The mobile clinic is made possible through a public-private partnership of United Way, Bank of America and other private and social agencies.

**Nutrition Services** provides nutrition education to the residents of Davidson County through three major programs: Women, Infants, and Children (WIC) Program, Commodity Supplemental Food Program (CSFP) and the Comprehensive Nutrition Program. The WIC and CSFP Programs provide, nutrition, counseling, supplemental foods and referral services to prenatal, postpartum, breastfeeding women, infants and children up to 5 and 6 years of age respectfully. CSFP also provides nutrition education and supplemental foods to those 60 years or older.

**Homeless Services** coordinates services to the homeless population. A federal grant supports most services provided at the Downtown Clinic (DTC). Through a partnership with the Campus for Human Development, located in the building adjacent to the clinic, the homeless receive day shelter, showers and hygiene facilities, clothing and meals, case management, and referrals for housing and employment:

*Primary Care Services* meets the basic medical needs of the homeless and refers more serious problems to General Hospital or other medical providers. A case manager assists in placing TennCare patients with their assigned primary care provider.

*Mental Health Services* has a part-time psychiatrist and a full-time mental specialist to stabilize mentally ill clients until they can be enrolled in TennCare. Street outreach by a social worker helps to recruit new clients. The clinic is a licensed mental health outpatient treatment facility.

*Substance Abuse Treatment* is a licensed outpatient Alcohol and Drug Treatment program. It provides 3 levels of care for homeless male clients, including partial

# 38 Health Department-At a Glance



hospitalizations held five days a week. An educational group is held for homeless clients who are awaiting treatment placement and housed at the Campus for Human Development (CHD). Housing is provided at the CHD for program participants. Persons needing residential treatment are referred through Opening Doors or the Alcohol and Drug Council of Middle Tennessee for placement.

## Adult Health Services

*The Assessment, Care Coordination & Evaluation* program is responsible for providing intake, assessment, referral to treatment, and care coordination to persons with alcohol or other drug problems who have no means of paying for treatment services. Case managers are also responsible for assisting clients in accessing other needed services to aid in the recovery process.

*Chronic Disease* intervention strives to improve the health of individuals with chronic disease through structured education and supervision. Focus is on adults with diabetes and/or hypertension at risk for kidney damage. It also provides health education to community groups through health fairs.

*The Substance Abuse and Mental Health Services Administration (SAMHSA) Dual Diagnosis* program provides case management and education for persons abusing more than one substance. Referral and treatment is the goal.

## Preventive Health

*Preventive Health Services* promotes healthy behaviors while providing traditional public health services in four neighborhood Public Health Centers. Services include well child examinations, immunizations, family planning, testing for HIV and other sexually transmitted diseases, screening for tuberculosis, lead screening, and WIC. The program serves a broad cross section of socio-economic groups due to the availability of free childhood immunizations.

*The Indigent Drug Program (IDP)* dispenses prescribed medications (up to seven prescriptions per month per individual) for those who are certified as medically indigent by Metropolitan General Hospital. Medications are dispensed through the Pharmacy at the Metropolitan General Hospital site, 1818 Albion Street.

*The Pharmacy* maintains prescription drugs and is monitored by a licensed pharmacist. Distribution is available for all clinics.

## BUREAU OF COMMUNITY ASSESSMENT AND HEALTH PROMOTION

**Epidemiology** is responsible for the regular, systematic collection, assembly, analysis, and dissemination of information on the health status of Davidson County residents. Epidemiology actively monitors communicable disease reports and other sources of health and health related data to identify disease outbreaks. It provides epidemiological support of the Department's homeland security program.

Epidemiology produces monthly surveillance reports, a bi-monthly newsletter called *Public Health Watch*, an annual analysis of health status in Davidson County, and special study reports on the health of Davidson County residents.

**Research and Evaluation** services is responsible for evaluating health care services, measuring health status, and determining health needs of Davidson County residents. This group conducts regular surveys of patient populations and the general public. It also conducts special studies under contract with a number of community agencies. This group also works with other divisions of the Health Department to evaluate their programs.

**Health Promotion** provides a number of programs and services aimed at improving health status of persons living in Nashville/Davidson County. Among these are community health and wellness, rape and unintentional injury prevention, tobacco control, violence prevention, adolescent pregnancy prevention, community nutrition, youth asset building, community prevention initiative, faith based public health, syphilis elimination, working with disparate populations, and coordinating maternal and child health initiatives. This group also supports the Department's Healthy Nashville initiative and manages the Department's safety program. Finally, Health Promotion provides administrative oversight of the Metro Civil Service Clinic located at Metro Nashville General Hospital and provides worksite wellness programs for Metro departments.

**Information Systems** is responsible for all data processing systems (hardware and software) for the Department. In addition to purchasing, installing, and maintaining the computer hardware, this division provides training on the Department's patient care management system (PCMS) and training on the office automation software. They also are responsible for the Department's Web sites, both Intranet and Internet, and they lead the Department's efforts in the conduct of customer service via the Internet.

**TennCare Transportation** contracts with the Managed Care Organizations in Nashville to manage their transportation responsibilities for TennCare enrollees. Enrollees call this office to request transportation. If eligible, the office schedules their transportation with one of several transportation vendors (Metropolitan Transit Authority (MTA) bus, van companies, taxi cabs, etc.). The office then prepares and sends an invoice to the Managed Care Organization (MCO) for payment to the transportation vendor.

**Medical/Vital Records** manages the Department's medical records and privacy compliance. They also are responsible for issuing birth and death certificates for Davidson County residents.

**The Public Health Library** is designed to serve public health professionals. The unique collection contains some general health science resources, but its focus is public health issues and practice.



# 38 Health Department-At a Glance



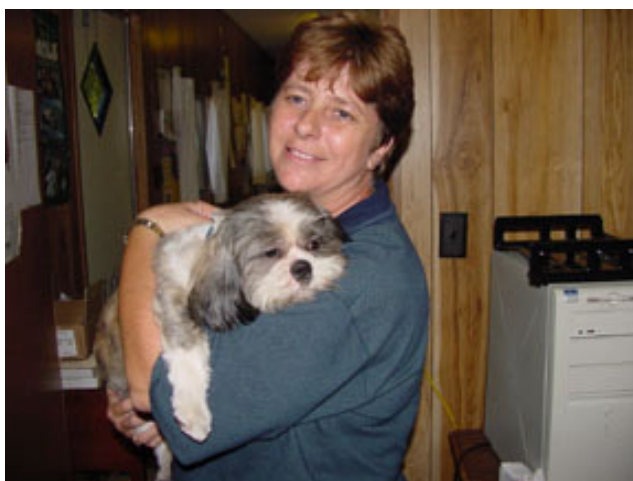
**Bridges to Care** is responsible for the Nashville Consortium of Safety Net Providers and its program to implement an integrated system of care for the uninsured in Davidson County.

## BUREAU OF ENVIRONMENTAL HEALTH SERVICES

**The Air Pollution Control** program is responsible for protecting and enhancing the air we breathe. Specific responsibilities of the program include adopting and enforcing air pollution regulations, permitting and inspecting stationary air pollution sources, such as factories and dry cleaners, evaluating permit applications, preparing a comprehensive annual emission inventory for criteria and toxic air pollutants, responding to citizen's complaints, operating an ambient air monitoring network, educating the public on the topic of air pollution and indoor air quality, and reporting the daily air quality index and pollen count.

**Vehicle Inspection Maintenance** oversees the contractor of the Vehicle Inspection Maintenance Program and conducts covert enforcement activities. This Division also assists vehicle owners that have trouble passing the emission test, etc.

**Animal Services** is responsible for enforcing the Leash Law, Vicious Dog Law, and all other Codes and Regulations on Animal Control of Chapter Eight of the Metropolitan Code of Laws. This Division is also responsible for day to day operation of the new Metropolitan Animal Services Facility. Any dog observed running at large is impounded. If the dog is not claimed by its owner within three days, it is placed for adoption, or disposed of in accordance with the law. This Division is also responsible for investigating all dog bites and any dog that has bitten someone is confined for ten days for observation of rabies. The Animal Services Division assists in the annual Rabies Vaccination Clinics, licensing of all cats and dogs, and provides Animal Safety Training to children and others. This Division promotes animal adoptions and the spay/neuter program.



**The Engineering Services** division is charged with applying sound engineering principles and practices in promoting the public health and environment. This role includes the design and inspection of on-site subsurface sewage disposal systems, soils interpretation and hydrogeologic analysis, the protection of our groundwater supply, noise pollution control, and technical consulting from an environmental health perspective. Issues faced include land use and development, public utilities and infrastructure, and policy development and enforcement. The Division is using Computer Aided Design (CAD), Geographic Information Systems (GIS), and fiber optic networking to bring unprecedented levels of accuracy and distribution to their analysis and findings. Networking with community groups and other divisions to improve GIS education and availability is a top priority.

**The Food** division reviews and approves plans and specifications for new food handling establishments, inspects food handling establishments, issues operating permits, conducts food borne disease outbreak investigations, and condemns contaminated or otherwise unwholesome food products found in restaurants, taverns, grocery stores, schools, snack bars, warehouses, and other establishments. This Division posts weekly food inspections scores and offers restaurant Food Safety Awards. Food protection training is provided in three languages to the food industry.

**The General Sanitation** division is responsible for investigating nuisance complaints such as the accumulation of garbage and trash, sewage on the ground, excessive vegetation, unsanitary conditions in public facilities, illegal dumping, trailer court and campground inspections, and provides for corrective action. The environmentalists make inspections and issue notices to abate these nuisances. At the same time, they strive to educate the public on how these conditions should be abated. This Division also conducts Environmental Lead Assessments.

**The Vector Control** division answers citizen's complaints and service requests concerning vermin control. It provides services of rodent control on the exterior of private residential property within the urban services area and provides services for the control of public health related insects and other pests countywide. This Division also attempts to educate the public on good sanitary practices and how to eliminate those environmental factors which support vermin existence.

**The Public Facilities** division is responsible for the inspection of all public swimming pools and hotels/motels for sanitary and safety conditions. In addition to routine inspections, pre-season inspections are made to assist the pool operators to better prepare their pools to meet Metro and State permitting requirements. This Division also conducts routine inspections for safety and general sanitation in public schools, correctional facilities, public facilities, and day care centers. This Division is also responsible for conducting general sanitation inspections of tattoo and body piercing studios.



# 38 Health Department-Performance



| Objectives  | Performance Measures   | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|---|--|-------------------|--------------------|-------------------|-------------------|
| <b>METROPOLITAN BOARD OF HEALTH</b>   |  |                   |                    |                   |                   |
| <b>Departmental Administration</b>  |  |                   |                    |                   |                   |
| 1. Develop a program of performance review that assesses every division of the Metro Health Department on a two-year cycle.   | a. Conduct annual review to assess compliance with all Federal, State, and local regulations, requirements and departmental procedures                               | na                | na                 | na                | 6/30/03           |
|   | b. Review departmental programs to assess progress towards goals outlined for the strategic plan   | na                | na                 | na                | 6/30/03           |
| <b>Correctional Health Services</b>   |  |                   |                    |                   |                   |
| 1. Ensure that health care services are provided by contract vendor to inmates of Davidson County Sheriff's Office in accordance with contract requirements and national standards.                                   | a. Conduct quality audit of health services to ensure compliance with contract requirements/national standards   | na                | na                 | 6/02              | 6/03              |
| 2. Develop and implement a nationally recognized discharge planning program for inmates with special needs assuring successful transition from the correctional healthcare system to the community healthcare system. | a. Design, develop, and implement discharge planning pilot program to insure continuity of care for consumers released from the Davidson County Sheriff's Department | na                | na                 | na                | 6/03              |
|   | b. Evaluate the efficacy of the discharge planning project by measuring the number and type of referrals and inmate recidivism rate                                  | na                | na                 | na                | 6/03              |
| <b>BUREAU OF ADMINISTRATIVE SUPPORT SERVICES</b>  |  |                   |                    |                   |                   |
| 1. Develop and implement a department-wide system of continuous assessment and improvement of work performance.   | a. Employ a person to coordinate employee training and competence development  | na                | na                 | na                | 1/1/03            |
|   | b. Implement organized system to provide training opportunities to all employees   | na                | na                 | na                | 6/30/03           |
|   | c. Process in place for tracking employee training through FASTnet   | na                | na                 | na                | 6/30/03           |
| <b>BUREAU OF COMMUNICABLE DISEASE CONTROL</b>   |  |                   |                    |                   |                   |
| <b>Notifiable Disease Control</b>   |  |                   |                    |                   |                   |
| 1. Educate the Healthcare Community of the role of public health's response to a Weapons of Mass Destruction threat.  | Number of inservcies to professional groups  | na                | na                 | na                | 30                |

# 38 Health Department-Performance



| Objectives   | Performance Measures   | FY 2001 Budget | FY 2001 Actuals | FY 2002 Budget | FY 2003 Budget |
|--|--|----------------|-----------------|----------------|----------------|
| 2. Perform active surveillance for notifiable diseases, especially bioterrorism indicators.    | a. Number of hospitals monitored   | na             | na              | na             | 10             |
|  | b. Number of large workplaces monitored  | na             | na              | na             | 5              |
|  | c. Number of schools monitored   | na             | na              | na             | 25             |
| 3. Increase the percent of 24-month old children who are completely immunized from 90% to 95%. | Percentage of children completely immunized compared to total number of 24 month old children surveyed | 90             | 90              | 90             | 95             |

## Sexually Transmitted Disease Control (STD)

|  |  |       |       |       |       |
|--|--|-------|-------|-------|-------|
| 1. Increase testing of persons possibly infected with HIV. | HIV tests performed in clinics and in outreach locations       | 6,500 | 8,498 | 8,000 | 9,000 |
| 2. Reduce the incidence of primary and secondary syphilis. | Reduce new cases of syphilis (primary and secondary)           | 250   | 75    | 150   | 150   |
| 3. Reduce the incidence of gonorrhea.                      | Reduce incidence of gonorrhea to not more than 2,215 new cases | 1,400 | 1,639 | 2,200 | 2,000 |

## Tuberculosis (TB) Control

|   |   |      |      |      |      |
|---|---|------|------|------|------|
| 1. Reduce the incidence of tuberculosis cases.  | Provide directly observed therapy to at least 70% of high risk persons        | 100% | 100% | 100% | 100% |
| 2. Increase percentage of individuals on preventive therapy.                                      | a. Percentage of individuals with positive PPDs that begin preventive therapy | na   | na   | na   | 75%  |
|   | b. Percentage of individuals that complete therapy                            | na   | na   | na   | 50%  |
| 3. Educate the community about Latent TB infection and the importance of screening and reporting. | a. Number of inservices provided to employers of foreign-born workers         | na   | na   | na   | 12   |
|   | b. Number of inservices provided to Healthcare providers                      | na   | na   | na   | 20   |

## BUREAU OF HEALTH ACCESS AND ASSURANCE

### Children's Health Services

#### Oral Health Services – Dental Care

|  |  |        |       |     |        |
|--|--|--------|-------|-----|--------|
| 1. Reduce oral disease among children ages 5 through 17. | a. Increase by 10% the number of children and adolescents through age 14, who receive protective sealants on their permanent molar teeth | 1,500  | 943   | *na | 11,000 |
|  | b. Conduct oral health education programs for children (preschool, K-12 and special education)   | 15,000 | 9,239 | *na | 40,000 |
|  | c. Conduct in-services for   |        |       |     |        |

# 38 Health Department-Performance



| Objectives | Performance Measures                         | FY 2001 Budget | FY 2001 Actuals | FY 2002 Budget | FY 2003 Budget |
|------------|--|----------------|-----------------|----------------|----------------|
|            | teachers, lay public staff and college level | 600            | 611             | *na            | 1,800          |
|            | d. Screening and referral programs           | 4,000          | 4,081           | *na            | 6,000          |

## School Health

|  |   |    |    |         |         |
|--|---|----|----|---------|---------|
| 1. Provide adequate nursing staff to serve the Metro Public School System.   | a. Provide nurses to serve the school population      | 32 | 36 | 64      | 60      |
| 2. Provide care that supports the independence of children with special health care needs in the school environment. | a. Special Ed Students served with skilled procedures | na | na | 162     | 175     |
|  | b. Procedures performed by nursing staff              | na | na | 180,158 | 230,000 |

## Maternal & Child Health

|  |  |       |       |       |       |
|--|--|-------|-------|-------|-------|
| 1. Provide case management services to high-risk pregnant women, infants and children up to age 7 years through the HUG program and the Family Resource Center.  | a. Serve a minimum of 75 women and 300 infants and children by the HUG program   | 350   | 274   | 300   | 300   |
|  | b. Make a minimum of 2,000 home visits to the above targeted population  | 2,500 | 2,202 | 2,000 | 2,500 |
| 2. Provide case management to 10% of the 3,000 first-time mothers through the Healthy Start Program by June 30, 1999.  | a. Serve a minimum of 150 pregnant women and infants by the Family Advocates at the Northeast Nashville Family Resource Center | 25    | 40    | 25    | 25    |
|  | b. Serve a minimum of 350 high-risk families by Healthy Start  | 400   | 321   | 350   | 350   |
|  | c. Conduct 5,000 encounters to at-risk families  | 3,500 | 4,352 | 4,000 | 4,500 |
| 3. Provide dental, hearing, speech, vision developmental and behavioral screenings for children ages 6 months through 6 years in Davidson and surrounding counties, and follow-up and referral for children for whom further evaluation or treatment is recommended. | a. Provide minimum of 3,000 screenings to children in Davidson and surrounding counties  | 4,000 | 4,936 | 4,000 | 4,500 |
|  | b. Provide screenings at 75 different day cares, preschools and other sites  | 75    | 80    | 85    | 88    |

## Children's Special Services (CSS)

|  |   |     |     |     |     |
|--|---|-----|-----|-----|-----|
| 1. Provide case management services to 500 families of special needs children from birth to 21 years of age. | a. Referrals processed monthly                  | 30  | 22  | 22  | 30  |
|  | b. Children served by case managers             | 500 | 432 | 500 | 500 |
| 2. Provide financial assistance to referred uninsured  | a. Percent of screened children admitted to the |     |     |     |     |

# 38 Health Department-Performance



| Objectives   | Performance Measures  | FY 2001 Budget | FY 2001 Actuals | FY 2002 Budget | FY 2003 Budget |
|--|---|----------------|-----------------|----------------|----------------|
| special needs children of Davidson County.   | program   | 90%            | 97%             | 95%            | 97%            |
|  | b. Children applying for CSS Service  | 500            | 432             | 600            | 600            |
|  | c. Children accepted for the CSS program  | 400            | 432             | 500            | 500            |
| 3. Provide speech, language, hearing evaluations for families of special needs children.                         | Number of families who received speech, language & hearing evaluation                             | 800            | 838             | 700            | 1000           |
| <b>Nutrition Services</b>  |   |                |                 |                |                |
| 1. Serve at least 75% of the total estimated eligible WIC population of 15,863 (11,897 participants).            | Total WIC participation   | 12,540         | 13,076          | 13,000         | 13,400         |
| 2. Maintain food service to at least 3,910 CSFP participants (3,910 is the State assigned caseload).             | Total CSFP participation  | 3,900          | 3,933           | 3,910          | 4,030          |
| <b>Homeless Services</b>   |   |                |                 |                |                |
| <b>Downtown Clinic</b>   |   |                |                 |                |                |
| 1. Continue to provide primary care, mental health, substance abuse, and dental services at the Downtown clinic. | Provide clinic services to homeless individuals as listed:  |                |                 |                |                |
|  | a. Increase by 10% the number of patients served by DTC   | 1,700          | 1,747           | 1,870          | 1,920          |
|  | b. Increase by 10% the number of mental health services provided                                  | 500            | 429             | 550            | 600            |
|  | c. Increase by 10% the number of homeless persons diagnosed with substance abuse will be treated  | 150            | 329             | 165            | 360            |
|  | d. Increase by 10% the number of dental services provided   | 800            | 873             | 880            | 960            |
| <b>Adult Health Services</b>   |   |                |                 |                |                |
| <b>Assessment, Care Coordination and Evaluation</b>  |   |                |                 |                |                |
| 1. Continue the Alcohol and Drug Assessment & Evaluation Program.  | Continue the Alcohol & Drug Assessment & Evaluation Program                                       |                |                 |                |                |
|  | a. Assess and place individuals in treatment  | 800            | 707             | 640            | 700            |
|  | b. Provide case management and follow-up to individuals enter treatment under Block Grant funding | 600            | 906             | 800            | 1,200          |
| <b>Chronic Disease</b>   |   |                |                 |                |                |
| 1. Develop and implement curricula for programs that will improve the  | a. 100% of participants will demonstrate, write or verbalize knowledge or skill                   |                |                 |                |                |

# 38 Health Department-Performance



| Objectives  | Performance Measures   | FY 2001 Budget | FY 2001 Actuals | FY 2002 Budget | FY 2003 Budget |
|---|--|----------------|-----------------|----------------|----------------|
| understanding of chronic disease processes for individuals, healthcare providers and the community. | through review questions and return demonstration  | na             | na              | 100            | 150            |
|   | b. Quarterly reassessment of at least 50% of individual client's knowledge base for 1 year   | na             | na              | 50             | 75             |
|   | c. Gradually decrease Renal Improvement Program client base through appropriate self-management education class, maintaining the minimum required 75 clients | na             | na              | 75             | 75             |

## Preventive Health

|   |   |         |         |         |         |
|---|---|---------|---------|---------|---------|
| 1. Promote healthy behaviors while providing traditional public health services in neighborhood Public Health Centers | Percent of audited charts reflecting counseling on health risk behavior                                       | 100%    | 100%    | 100%    | 100%    |
| 2. Improve the availability to serve the increasing Hispanic population at local Public Health Centers.               | a. Collaborate with community groups and agencies in providing health care services to the Hispanic community | 6/30/01 | 6/30/01 | 6/30/02 | 6/30/03 |
|   | b. Partner with Metro Social Services in the provision of interpreter services                                | 6/30/01 | 6/30/01 | 6/30/02 | 6/30/03 |
|   | c. Seek community volunteers in expanding the interpreter pool for translation services                       | 6/30/01 | 6/30/01 | 6/30/01 | 6/30/03 |
| 3. Provide EPSDT exams to eligible TennCare clients at both traditional and nontraditional sites.                     | Number of physical completed  | na      | 138     | 1,400   | 2,000   |
| 4. Maintain family planning services to the at-risk adolescent population.  | a. Unduplicated family planning patients served   | 3,200   | 3,783   | 3,500   | 3,200   |
|   | b. Percent of target population served (the target population for Davidson County is 19,403)                  | 18      | 19.5    | 18      | 18      |

## BUREAU OF COMMUNITY ASSESSMENT AND HEALTH PROMOTION

### Health Assessment & Evaluation

|  |                                    |    |    |    |    |
|--|------------------------------------|----|----|----|----|
| 1. Perform community health assessments to produce public Health status and health indicator reports regarding mortality, natality, communicable diseases, and related events. | a. Health status reports issued    | 1  | 1  | 1  | 1  |
|  | b. Health indicator reports issued | 12 | 12 | 4  | 4  |
| 2. Participate in public health  | a. Communicable disease            | 12 | 12 | 12 | 12 |

# 38 Health Department-Performance



| Objectives   | Performance Measures   | FY 2001 Budget | FY 2001 Actuals | FY 2002 Budget | FY 2003 Budget |
|--|--|----------------|-----------------|----------------|----------------|
| surveillance by producing monthly communicable disease surveillance reports, monthly jail screen reports, and operating a daily communicable disease warning system and daily 911 emergency symptom surveillance system. | b. Jail Syphilis screening reports issued  | 12             | 12              | 12             | 12             |
|  | c. Days the Communicable Disease Warning System and 911 Surveillance system functioned | na             | na              | began 11/01    | 365            |
| 3. Provide epidemiological support to Davidson County's Child Death Review Team and produce annual child death review report.  | a. Number of meetings prepared   | na             | na              | Began 11/01    | 11             |
|  | b. Number of reports issued  | na             | na              | 1              | 1              |

## Health Promotion

|  |  |                  |                  |                  |                  |
|--|--|------------------|------------------|------------------|------------------|
| 1. Provide child safety seats to 150 low-income residents.                               | a. Provide child safety seat demonstrations and/or information to a minimum of 200 children, youth and adults                              | 200              | 200              | 200              | 200              |
|  | b. Sale of child safety seats to low-income parents  | 150              | 150              | 200              | 200              |
| 2. Provide tobacco use prevention information to 1,000 youth and adults.                 | Provide 1,000 adolescents and adults with tobacco use prevention and smoking cessation information   | 1,000            | 1,000            | 1,000            | 1,000            |
| 3. Provide rape prevention education to 2,000 middle, high school, and college students. | Provide a minimum of 75 rape prevention education programs to include or reach at least 2,000 students                                     | 75/2000 students | 75/2000 students | 75/2000 students | 75/2000 students |
| 4. Provide prevention services to 6,500 public elementary and middle school students.    | Monitor 3 subcontractors in 9 public elementary and middle schools to reduce dropouts, violence, substance abuse, and adolescent pregnancy | 6,500            | 6,500            | 6,500            | 6,500            |

## Civil Service Medical Examiner

|   |  |       |     |       |       |
|---|--|-------|-----|-------|-------|
| 1. Conduct physical examinations for Metropolitan Government employees in accordance with Metro Charter.                                      | a. Pre-employment tests completed                | 1,900 | 945 | 900   | 1,000 |
|   | b. Other physicals completed for Metro employees | 1,200 | 58  | 2,000 | 75    |
|   | c. Special exams                                 | 800   | 25  | 1,000 | 75    |
| 2. Conduct annual physical examinations for Metro Fire Department employees in accordance with the National Fire Protection Agency Standards. | Annual exams performed                           | na    | na  | 200   | 1,200 |

# 38 Health Department-Performance



| Objectives   | Performance Measures                                | FY 2001 Budget | FY 2001 Actuals | FY 2002 Budget | FY 2003 Budget |
|--|---|----------------|-----------------|----------------|----------------|
| <b>Information Systems</b>   |   |                |                 |                |                |
| 1. Provide on-going training and support to all users on a monthly schedule.   | Number of classes held and number of people trained | Jan/June 2001  | Jan/June 2002   | Jan/June 2002  | Jan/June 2003  |
| 2. Migrate one third of users to state of the art desktop by June 2003.  | Number of users migrated                            | na             | na              | Jan-June 2002  | June 2003      |
| <b>TennCare Transportation</b>   |   |                |                 |                |                |
| 1. Accurate billing to Managed Care and Behavioral Health Organizations of completed patient trips to approved medical and mental health appointments. | Number of trips completed and billed                | na             | na              | 157,000        | 162,000        |
| <b>Medical/Vital Records</b>   |   |                |                 |                |                |
| 1. Provide copies of medical records on request  | Medical record copies processed                     | na             | 566             | 550            | 550            |
| 2. Process and issue birth and death certificates for the Tennessee Department of Health and to the public as requested.                               | a. Revenue from birth certificates                  | \$120,000      | \$123,458       | \$112,000      | \$122,000      |
|  | b. Revenue from death certificates                  | \$160,000      | \$181,080       | \$176,000      | \$177,000      |
|  | c. Birth certificates issued                        | 23,500         | 24,177          | 22,713         | 22,800         |
|  | d. Death certificates issued                        | 35,000         | 36,216          | 35,392         | 36,000         |
| <b>Bridges to Care</b>   |   |                |                 |                |                |
| 1. Enroll uninsured Davidson County residents into the Bridges to Care Program, giving each a medical home.  | a. Number of patients enrolled                      | na             | na              | 4,000          | 8,000          |
|  | b. Complete assessment of program and issue report  | na             | na              | June 2002      | June 2003      |
| <b>BUREAU OF ENVIRONMENTAL HEALTH SERVICES</b>   |   |                |                 |                |                |
| <b>Air Pollution Control</b>   |   |                |                 |                |                |
| 1. Monitor and assure continued compliance to National Ambient Air Quality Standards.  | a. Inspections conducted                            | 2,250          | 1,753           | 3,250          | 2,000          |
|  | b. Construction permits issued                      | na             | 51              | na             | 60             |
|  | c. Operating permits issued                         | 1,000          | 681             | 750            | 650            |
| 2. Public risk from hazardous air pollutants.  | a. Asbestos removal permits issued                  | 150            | 168             | 150            | 150            |
| 3. Monitoring of ambient air activities.   | Ambient monitoring samples collected                |                |                 |                |                |
|  | a. Carbon Monoxide                                  | 26,280         | 26,191          | 26,280         | 26,280         |
|  | b. Nitrogen Dioxide                                 | 8,760          | 8,676           | 8,760          | 8,760          |
|  | c. Sulfur Dioxide                                   | 8,760          | 8,712           | 8,760          | 8,760          |
|  | d. Ozone  | 17,520         | 16,657          | 17,520         | 17,520         |
|  | e. Coarse Particulate (PM10)                        | 520            | 586             | 520            | 565            |
|  | f. Fine Particulate (PM2.5)                         | 600            | 859             | 600            | 913            |

# 38 Health Department-Performance



| Objectives  | Performance Measures   | FY 2001 Budget | FY 2001 Actuals | FY 2002 Budget | FY 2003 Budget |
|---|--|----------------|-----------------|----------------|----------------|
| <b>Vehicle Inspection Maintenance</b>   |  |                |                 |                |                |
| 1. By June 2003, work passed on a 2% increase in compliance for all vehicles to meet and maintain compliance with the inspection program test requirements.   | a. Number of notices and citations issued to non-compliance vehicle owners avoiding the emission program | na             | na              | 500            | 510            |
| 2. Perform audits on 50% of test centers yearly, perform covert audits at least twice a year on all test centers to ensure the quality, accessibility and credibility of a fair and consistent testing program. | a. Audit on contractors' analyzers twice a month   | 650            | 652             | 600            | 600            |
|   | b. Perform covert site visits on six test centers twice a year   | na             | 21              | 11             | 12             |
|   | c. Covert audits on contractors' test center twice a year  | 600            | 417             | 600            | 450            |
| <b>Animal Services</b>  |  |                |                 |                |                |
| 1. Provide a full-service animal control program that operates a shelter for homeless, lost, stray and unwanted animals including an adoption program with mandatory spay/neuter.                               | Animals brought in or impounded  | 6,500          | 11,115          | 8,000          | 12,000         |
| 2. Increase the rabies vaccination rates by 10%.  | Rabies licenses sold   | 55,000         | 47,185          | 55,000         | 57,750         |
| 3. Improve our public education programs covering animal safety, spay and neuter, and responsible pet ownership, while visiting 100% of the elementary schools requesting our program.                          | Humane Education Prog<br>• Classes<br>• Students   | 175<br>4,000   | 172<br>6,203    | 200<br>4,500   | 225<br>5,000   |
| <b>Environmental Enforcement</b>  |  |                |                 |                |                |
| 1. By June, 2003, reduce by 1% time/temperature control violations in food establishments.  | Frequency of debiting violation#3 (time and temperature controls of potentially hazardous foods)         | na             | 29              | 28             | 27             |
| 2. Reduce by 2% per year the number of incidences of improper storage and disposal of garbage and trash, improper sewage disposal, and high weeds and grass on vacant lots.                                     | a. Number of garbage, trash, junk violations   | na             | 5,436           | na             | 5,327          |
|   | b. Number of improper sewage violations  | na             | 48              | na             | 47             |
|   | c. Number of high weeds and grass violations   | na             | 3,203           | na             | 3,139          |
| 3. Increase the number of field and service visits by 2%.   | Number of field and service visits   | na             | 26,980          | na             | 26,440         |
| 4. Increase inspections for   | a. Pest inspections  | 7,000          | 7,217           | 7,700          | 7,700          |



## 38 Health Department-Performance



| Objectives   | Performance Measures | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|----------------------|-------------------|--------------------|-------------------|-------------------|
| rodents, pests and insects on exterior of private residential properties within the urban services area. | b. Premises baited   | 2,500             | 2,293              | 2,500             | 2,500             |

# 38 Health Department-Financial



## Health GSD General Fund

| EXPENSE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>OPERATING EXPENSE:</b>                        |                   |                    |                   |                   |
| <b>PERSONAL SERVICES:</b>                        |                   |                    |                   |                   |
| Salary Expense                                   | 16,540,096        | 15,293,456         | 19,445,681        | 19,877,081        |
| Fringe Benefits                                  | 4,721,011         | 4,134,723          | 5,257,448         | 5,245,248         |
| Per Diem & Other Fees                            | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL PERSONAL SERVICES</b>                   | <b>21,261,107</b> | <b>19,428,179</b>  | <b>24,703,129</b> | <b>25,122,329</b> |
| <b>OTHER SERVICES:</b>                           |                   |                    |                   |                   |
| Utilities  | 364,500           | 363,127            | 428,550           | 428,550           |
| Professional Services                            | 3,797,982         | 3,682,844          | 5,521,488         | 8,517,488         |
| Purchased Services                               | 830,713           | 646,612            | 637,792           | 627,792           |
| Travel   | 310,596           | 240,810            | 291,380           | 290,480           |
| Communications                                   | 114,450           | 91,147             | 156,200           | 141,400           |
| Printing   | 52,300            | 36,376             | 49,700            | 49,700            |
| Advertising & Promotion                          | 66,200            | 38,338             | 54,400            | 54,400            |
| Subscriptions                                    | 13,500            | 8,294              | 9,700             | 9,700             |
| Tuition, Reg., & Membership Dues                 | 56,455            | 37,830             | 127,200           | 128,200           |
| Repairs & Maintenance Services                   | 237,500           | 232,722            | 268,200           | 234,000           |
| Internal Service Fees                            | 423,469           | 359,065            | 647,966           | 572,273           |
| <b>TOTAL OTHER SERVICES</b>                      | <b>6,267,665</b>  | <b>5,737,165</b>   | <b>8,192,576</b>  | <b>11,053,983</b> |
| <b>OTHER EXPENSE:</b>                            |                   |                    |                   |                   |
| Supplies and Materials                           | 1,438,789         | 1,064,065          | 1,924,945         | 2,061,945         |
| Misc. Other Expenses & Payments                  | 0                 | 0                  | 0                 | 0                 |
| Fixed Charges                                    | 223,175           | 128,620            | 162,000           | 677,900           |
| Licenses, Permits, & Fees                        | 23,500            | 18,967             | 27,900            | 27,900            |
| Taxes  | 2,800             | 3,400              | 2,200             | 2,200             |
| Grant Contributions & Awards                     | 0                 | 0                  | 300               | 300               |
| <b>TOTAL OTHER EXPENSE</b>                       | <b>1,688,264</b>  | <b>1,215,052</b>   | <b>2,117,345</b>  | <b>2,770,245</b>  |
| <b>PENSION, ANNUITY, DEBT, &amp; OTHER COSTS</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>EQUIPMENT, BUILDINGS, &amp; LAND</b>          | <b>298,339</b>    | <b>51,167</b>      | <b>754,885</b>    | <b>769,885</b>    |
| <b>SPECIAL PROJECTS</b>                          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL OPERATING EXPENSE</b>                   | <b>29,515,375</b> | <b>26,431,563</b>  | <b>35,767,935</b> | <b>39,716,442</b> |
| <b>TRANSFERS TO OTHER FUNDS &amp; UNITS:</b>     | <b>124,500</b>    | <b>436,316</b>     | <b>194,500</b>    | <b>194,500</b>    |
| <b>TOTAL EXPENSE AND TRANSFERS</b>               | <b>29,639,875</b> | <b>26,867,879</b>  | <b>35,962,435</b> | <b>39,910,942</b> |

# 38 Health Department-Financial



## Health GSD General Fund

|  | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>REVENUE AND TRANSFERS</b>                     |                   |                    |                   |                   |
| <b>PROGRAM REVENUE:</b>                          |                   |                    |                   |                   |
| <b>Charges, Commissions, &amp; Fees</b>          |                   |                    |                   |                   |
| Charges For Current Services                     | 1,758,799         | 1,656,619          | 2,247,175         | 2,604,400         |
| Commissions and Fees                             | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Charges, Commissions, &amp; Fees</b> | <b>1,758,799</b>  | <b>1,656,619</b>   | <b>2,247,175</b>  | <b>2,604,400</b>  |
| <b>Other Governments &amp; Agencies</b>          |                   |                    |                   |                   |
| Federal Direct                                   | 1,369,374         | 1,231,633          | 2,625,721         | 2,202,848         |
| Federal Through State                            | 8,294,423         | 7,496,425          | 11,179,541        | 8,347,623         |
| Federal Through Other Pass-Through               | 0                 | 3,284              | 0                 | 0                 |
| State Direct                                     | 628,825           | 525,144            | 547,178           | 1,053,178         |
| Other Government Agencies                        | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Governments &amp; Agencies</b> | <b>10,292,622</b> | <b>9,256,486</b>   | <b>14,352,440</b> | <b>11,603,649</b> |
| <b>Other Program Revenue</b>                     |                   |                    |                   |                   |
| Contributions and Gifts                          | 366,000           | 347,683            | 360,000           | 370,000           |
| Miscellaneous Revenue                            | 200               | 529                | 300               | 500               |
| Use of Money or Property                         | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Program Revenue</b>            | <b>366,200</b>    | <b>348,212</b>     | <b>360,300</b>    | <b>370,500</b>    |
| <b>TOTAL PROGRAM REVENUE</b>                     | <b>12,417,621</b> | <b>11,261,317</b>  | <b>16,959,915</b> | <b>14,578,549</b> |
| <b>NON-PROGRAM REVENUE:</b>                      |                   |                    |                   |                   |
| Property Taxes                                   | 0                 | 0                  | 0                 | 0                 |
| Local Option Sales Tax                           | 0                 | 0                  | 0                 | 0                 |
| Other Taxes, Licenses, & Permits                 | 547,200           | 588,340            | 590,200           | 526,300           |
| Fines, Forfeits, & Penalties                     | 41,000            | 69,603             | 50,300            | 55,300            |
| Compensation From Property                       | 0                 | 879                | 0                 | 0                 |
| <b>TOTAL NON-PROGRAM REVENUE</b>                 | <b>588,200</b>    | <b>658,822</b>     | <b>640,500</b>    | <b>581,600</b>    |
| <b>TRANSFERS FROM OTHER FUNDS AND UNITS:</b>     | <b>2,323,755</b>  | <b>1,520,058</b>   | <b>2,442,118</b>  | <b>2,409,302</b>  |
| <b>TOTAL REVENUE AND TRANSFERS</b>               | <b>15,329,576</b> | <b>13,440,197</b>  | <b>20,042,533</b> | <b>17,569,451</b> |

# 38 Health Department-Financial



## Health Special Purpose Fund

| EXPENSE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>OPERATING EXPENSE:</b>                        |                   |                    |                   |                   |
| <b>PERSONAL SERVICES:</b>                        |                   |                    |                   |                   |
| Salary Expense                                   | 207,042           | 141,022            | 175,000           | 175,000           |
| Fringe Benefits                                  | 58,520            | 37,968             | 12,742            | 12,742            |
| Per Diem & Other Fees                            | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL PERSONAL SERVICES</b>                   | <b>265,562</b>    | <b>178,990</b>     | <b>187,742</b>    | <b>187,742</b>    |
| <b>OTHER SERVICES:</b>                           |                   |                    |                   |                   |
| Utilities  | 0                 | 0                  | 0                 | 0                 |
| Professional Services                            | 0                 | 0                  | 0                 | 0                 |
| Purchased Services                               | 0                 | 298                | 400               | 400               |
| Travel   | 0                 | 3,255              | 0                 | 0                 |
| Communications                                   | 1,000             | 0                  | 0                 | 0                 |
| Printing   | 1,000             | 578                | 628               | 628               |
| Advertising & Promotion                          | 0                 | 0                  | 0                 | 0                 |
| Subscriptions                                    | 0                 | 0                  | 0                 | 0                 |
| Tuition, Reg., & Membership Dues                 | 0                 | 908                | 0                 | 0                 |
| Repairs & Maintenance Services                   | 0                 | 1,045              | 3,000             | 3,000             |
| Internal Service Fees                            | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL OTHER SERVICES</b>                      | <b>2,000</b>      | <b>6,084</b>       | <b>4,028</b>      | <b>4,028</b>      |
| <b>OTHER EXPENSE:</b>                            |                   |                    |                   |                   |
| Supplies and Materials                           | 2,782             | 30,823             | 4,100             | 4,100             |
| Misc. Other Expenses & Payments                  | 0                 | 0                  | 0                 | 0                 |
| Fixed Charges                                    | 3,000             | 0                  | 0                 | 0                 |
| Licenses, Permits, & Fees                        | 0                 | 0                  | 0                 | 0                 |
| Taxes  | 0                 | 0                  | 0                 | 0                 |
| Grant Contributions & Awards                     | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL OTHER EXPENSE</b>                       | <b>5,782</b>      | <b>30,823</b>      | <b>4,100</b>      | <b>4,100</b>      |
| <b>PENSION, ANNUITY, DEBT, &amp; OTHER COSTS</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>EQUIPMENT, BUILDINGS, &amp; LAND</b>          | <b>20,756</b>     | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>SPECIAL PROJECTS</b>                          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL OPERATING EXPENSE</b>                   | <b>294,100</b>    | <b>215,897</b>     | <b>195,870</b>    | <b>195,870</b>    |
| <b>TRANSFERS TO OTHER FUNDS &amp; UNITS:</b>     | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL EXPENSE AND TRANSFERS</b>               | <b>294,100</b>    | <b>215,897</b>     | <b>195,870</b>    | <b>195,870</b>    |

# 38 Health Department-Financial



## Health Special Purpose Fund

|  | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>REVENUE AND TRANSFERS</b>                     |                   |                    |                   |                   |
| <b>PROGRAM REVENUE:</b>                          |                   |                    |                   |                   |
| <b>Charges, Commissions, &amp; Fees</b>          |                   |                    |                   |                   |
| Charges For Current Services                     | 0                 | 0                  | 0                 | 0                 |
| Commissions and Fees                             | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Charges, Commissions, &amp; Fees</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>Other Governments &amp; Agencies</b>          |                   |                    |                   |                   |
| Federal Direct                                   | 0                 | 0                  | 0                 | 0                 |
| Federal Through State                            | 0                 | 0                  | 0                 | 0                 |
| Federal Through Other Pass-Through               | 0                 | 0                  | 0                 | 0                 |
| State Direct                                     | 0                 | 0                  | 0                 | 0                 |
| Other Government Agencies                        | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Governments &amp; Agencies</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>Other Program Revenue</b>                     |                   |                    |                   |                   |
| Contributions and Gifts                          | 294,100           | 267,517            | 195,870           | 49,000            |
| Miscellaneous Revenue                            | 0                 | 0                  | 0                 | 0                 |
| Use of Money or Property                         | 0                 | 3,821              | 0                 | 0                 |
| <b>Subtotal Other Program Revenue</b>            | <b>294,100</b>    | <b>271,338</b>     | <b>195,870</b>    | <b>49,000</b>     |
| <b>TOTAL PROGRAM REVENUE</b>                     | <b>294,100</b>    | <b>271,338</b>     | <b>195,870</b>    | <b>49,000</b>     |
| <b>NON-PROGRAM REVENUE:</b>                      |                   |                    |                   |                   |
| Property Taxes                                   | 0                 | 0                  | 0                 | 0                 |
| Local Option Sales Tax                           | 0                 | 0                  | 0                 | 0                 |
| Other Taxes, Licenses, & Permits                 | 0                 | 0                  | 0                 | 0                 |
| Fines, Forfeits, & Penalties                     | 0                 | 0                  | 0                 | 0                 |
| Compensation From Property                       | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL NON-PROGRAM REVENUE</b>                 | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TRANSFERS FROM OTHER FUNDS AND UNITS:</b>     | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL REVENUE AND TRANSFERS</b>               | <b>294,100</b>    | <b>271,338</b>     | <b>195,870</b>    | <b>49,000</b>     |

# 38 Health Department-Financial



**Reminder:** Some classifications were deleted and new classifications (class number 10000 and above) were added to implement the 2002 Reclassification Study & Pay Plan. Many of the class changes from FY 2001 to FY 2002 were due to implementing that Study.

|                                   | Class | Grade | FY 2001   |          | FY 2002   |          | FY 2003   |          |
|-----------------------------------|-------|-------|-----------|----------|-----------|----------|-----------|----------|
|                                   |       |       | Bud. Pos. | Bud. FTE | Bud. Pos. | Bud. FTE | Bud. Pos. | Bud. FTE |
| 38 Health - GSD Fund 10101        |       |       |           |          |           |          |           |          |
| Account Clerk 1                   | 0020  | GS03  | 5         | 5.00     | 0         | 0.00     | 0         | 0.00     |
| Account Clerk 2                   | 4370  | GS04  | 1         | 1.00     | 0         | 0.00     | 0         | 0.00     |
| Account Clerk 3                   | 3730  | GS05  | 3         | 3.00     | 0         | 0.00     | 0         | 0.00     |
| Admin Services Officer 3          | 7244  | GS09  | 3         | 3.00     | 2         | 2.00     | 2         | 2.00     |
| Admin Services Officer 4          | 7245  | SR12  | 0         | 0.00     | 1         | 1.00     | 1         | 1.00     |
| Administrative Assistant 1        | 7240  | GS06  | 11        | 11.00    | 0         | 0.00     | 0         | 0.00     |
| Administrative Assistant 2        | 7241  | GS08  | 2         | 2.00     | 1         | 1.00     | 1         | 1.00     |
| Animal Control Director           | 7840  | GS12  | 1         | 1.00     | 1         | 1.00     | 1         | 1.00     |
| Animal Control Manager            | 6492  | GS11  | 0         | 0.00     | 1         | 1.00     | 1         | 1.00     |
| Animal Control Officer 1          | 7087  | GS04  | 6         | 6.00     | 9         | 9.00     | 9         | 9.00     |
| Animal Control Officer 2          | 7088  | GS05  | 10        | 10.00    | 9         | 9.00     | 9         | 9.00     |
| Animal Control Officer 3          | 7089  | GS06  | 1         | 1.00     | 3         | 3.00     | 3         | 3.00     |
| Assistant to the Director         | 6678  | GS13  | 1         | 1.00     | 1         | 1.00     | 1         | 1.00     |
| Bldg Superintendent               | 6927  | GS11  | 1         | 1.00     | 1         | 1.00     | 1         | 1.00     |
| CAD/GIS Analyst 1                 | 7729  | SR09  | 0         | 0.00     | 1         | 1.00     | 1         | 1.00     |
| Case Manager - Health             | 7712  | GS07  | 5         | 5.00     | 0         | 0.00     | 0         | 0.00     |
| Chemist 3                         | 4470  | GS09  | 1         | 1.00     | 1         | 1.00     | 1         | 1.00     |
| Chief Medical Director            | 1080  | N/A   | 1         | 1.00     | 1         | 1.00     | 1         | 1.00     |
| Communicable Disease Investigator | 6567  | GS07  | 18        | 18.00    | 19        | 19.00    | 19        | 19.00    |
| Courier                           | 6466  | GS04  | 3         | 3.00     | 3         | 3.00     | 3         | 3.00     |
| Custodian 1                       | 7280  | WG02  | 10        | 10.00    | 10        | 10.00    | 10        | 10.00    |
| Custodian 2                       | 2630  | WL03  | 1         | 1.00     | 1         | 1.00     | 1         | 1.00     |
| Custodian Supv-Health             | 7022  | WS02  | 1         | 1.00     | 1         | 1.00     | 1         | 1.00     |
| Data Base Administrator           | 6818  | GS12  | 1         | 1.00     | 0         | 0.00     | 0         | 0.00     |
| Data Svc Coordinator              | 7135  | GS06  | 2         | 2.00     | 1         | 1.00     | 1         | 1.00     |
| Dental Assistant 1                | 1461  | GS05  | 1         | 1.00     | 2         | 2.00     | 3         | 3.00     |
| Dental Hygienist 2                | 1464  | SR11  | 0         | 0.00     | 1         | 1.00     | 1         | 1.00     |
| Dental Hygienist 1                | 1463  | GS09  | 2         | 1.50     | 7         | 7.00     | 8         | 8.00     |
| Dental Services Director          | 1447  | HD11  | 0         | 0.00     | 1         | 1.00     | 2         | 2.00     |
| Dentist 2                         | 1446  | HD10  | 1         | 1.00     | 0         | 0.00     | 0         | 0.00     |
| Dir Assessment And Evaluation     | 7179  | GS14  | 1         | 1.00     | 1         | 1.00     | 1         | 1.00     |
| Dir Finance And Admin             | 6659  | GS14  | 1         | 1.00     | 1         | 1.00     | 1         | 1.00     |
| Dpty Dir Health                   | 10180 | SR16  | 0         | 0.00     | 1         | 1.00     | 1         | 1.00     |
| Environmental Assistant           | 0513  | GS05  | 2         | 2.00     | 3         | 3.00     | 3         | 3.00     |
| Environmental Eng 1               | 4152  | GS10  | 3         | 3.00     | 3         | 3.00     | 3         | 3.00     |
| Environmental Eng 2               | 4153  | GS11  | 1         | 1.00     | 2         | 2.00     | 2         | 2.00     |
| Environmental Eng 3               | 4154  | GS13  | 1         | 1.00     | 1         | 1.00     | 1         | 1.00     |
| Environmental Health Dir          | 7044  | GS14  | 1         | 1.00     | 1         | 1.00     | 1         | 1.00     |
| Environmentalist 1                | 1843  | GS07  | 6         | 6.00     | 6         | 6.00     | 6         | 6.00     |
| Environmentalist 2                | 1844  | GS08  | 5         | 5.00     | 4         | 4.00     | 4         | 4.00     |
| Environmentalist 3                | 1845  | GS10  | 5         | 5.00     | 5         | 5.00     | 5         | 5.00     |
| Environmentalist 4                | 1846  | GS11  | 3         | 3.00     | 3         | 3.00     | 3         | 3.00     |
| Envr Engineer Asst.1              | 4157  | GS07  | 3         | 3.00     | 2         | 2.00     | 2         | 2.00     |
| Equip And Supply Clerk 1          | 5010  | GS03  | 2         | 2.00     | 1         | 1.00     | 1         | 1.00     |
| Equip And Supply Clerk 3          | 3027  | SR07  | 0         | 0.00     | 1         | 1.00     | 1         | 1.00     |
| Finance Officer 2                 | 10151 | SR10  | 0         | 0.00     | 1         | 1.00     | 1         | 1.00     |
| Food Inspector 1                  | 6631  | GS07  | 6         | 6.00     | 6         | 6.00     | 6         | 6.00     |
| Food Inspector 2                  | 6632  | GS08  | 4         | 4.00     | 4         | 4.00     | 4         | 4.00     |
| Food Inspector 3                  | 6633  | GS10  | 1         | 1.00     | 1         | 1.00     | 1         | 1.00     |
| Gen Maint Technician              | 7021  | WG04  | 4         | 4.00     | 4         | 4.00     | 4         | 4.00     |
| Health Educator                   | 3967  | GS09  | 0         | 0.00     | 0         | 0.00     | 0         | 0.00     |
| Health Promotion Director         | 7923  | GS12  | 1         | 1.00     | 1         | 1.00     | 1         | 1.00     |
| Home Economist                    | 6481  | GS06  | 6         | 6.00     | 6         | 6.00     | 6         | 6.00     |
| Human Resources Analyst 4         | 6874  | GS11  | 1         | 1.00     | 1         | 1.00     | 1         | 1.00     |
| Human Resources Asst.1            | 6931  | GS06  | 2         | 2.00     | 2         | 2.00     | 2         | 2.00     |

# 38 Health Department-Financial



|                                | Class | Grade | FY 2001   |          | FY 2002   |          | FY 2003   |          |
|--------------------------------|-------|-------|-----------|----------|-----------|----------|-----------|----------|
|                                |       |       | Bud. Pos. | Bud. FTE | Bud. Pos. | Bud. FTE | Bud. Pos. | Bud. FTE |
| 38 Health - GSD Fund 10101     |       |       |           |          |           |          |           |          |
| Info Systems Analyst 2         | 7780  | GS10  | 3         | 3.00     | 0         | 0.00     | 0         | 0.00     |
| Info Systems Div Mgr           | 7318  | GS13  | 1         | 1.00     | 1         | 1.00     | 1         | 1.00     |
| Info Systems Mgr               | 7782  | SR13  | 0         | 0.00     | 1         | 1.00     | 1         | 1.00     |
| Info Systems Spec              | 7783  | SR12  | 0         | 0.00     | 2         | 2.00     | 2         | 2.00     |
| Info Systems Tech 1            | 7784  | SR08  | 0         | 0.00     | 2         | 2.00     | 2         | 2.00     |
| Interpreter                    | 6641  | GS04  | 1         | 1.00     | 3         | 3.00     | 3         | 3.00     |
| Inventory Control Supervisor   | 6482  | GS07  | 1         | 1.00     | 1         | 1.00     | 1         | 1.00     |
| Laboratory Technician 2        | 2797  | GS05  | 2         | 2.00     | 2         | 2.00     | 2         | 2.00     |
| Librarian                      | 6252  | GS08  | 1         | 1.00     | 1         | 1.00     | 1         | 1.00     |
| Med Administrative Assistant 1 | 3072  | GS11  | 11        | 11.00    | 14        | 14.00    | 14        | 14.00    |
| Med Administrative Assistant 2 | 3073  | GS12  | 7         | 7.00     | 8         | 9.00     | 8         | 9.00     |
| Med Administrative Assistant 3 | 3074  | GS13  | 3         | 3.00     | 4         | 4.00     | 4         | 4.00     |
| Medical Doctor                 | 7424  | HD12  | 2         | 2.00     | 3         | 3.00     | 3         | 3.00     |
| Medical Service Director       | 7024  | HD13  | 1         | 1.00     | 1         | 1.00     | 1         | 1.00     |
| Mental Health Specialist       | 6772  | GS09  | 2         | 2.00     | 2         | 1.50     | 2         | 1.50     |
| Mobile Clinic Driver           | 7713  | GS05  | 0         | 0.00     | 1         | 1.00     | 1         | 1.00     |
| Nursing Aide-Health            | 3235  | GS02  | 1         | 1.00     | 1         | 1.00     | 1         | 1.00     |
| Nutritionist 1                 | 3237  | GS08  | 3         | 3.00     | 4         | 4.00     | 4         | 4.00     |
| Nutritionist 2                 | 3238  | GS09  | 4         | 4.00     | 3         | 3.00     | 3         | 3.00     |
| Ob-Gyn Nurse Practitioner      | 6491  | GS11  | 2         | 2.00     | 1         | 1.00     | 1         | 1.00     |
| Office Assistant 1             | 7747  | GS03  | 2         | 2.00     | 0         | 0.00     | 0         | 0.00     |
| Office Assistant 2             | 7748  | GS04  | 16        | 16.00    | 0         | 0.00     | 0         | 0.00     |
| Office Assistant 3             | 7749  | GS05  | 93        | 93.00    | 0         | 0.00     | 0         | 0.00     |
| Office Support Rep 1           | 10120 | SR04  | 0         | 0.00     | 7         | 7.00     | 7         | 7.00     |
| Office Support Rep 2           | 10121 | SR05  | 0         | 0.00     | 15        | 15.00    | 11        | 11.00    |
| Office Support Rep 3           | 10122 | SR06  | 0         | 0.00     | 97        | 99.00    | 84        | 86.00    |
| Office Support Spec 1          | 10123 | SR07  | 0         | 0.00     | 15        | 15.00    | 15        | 15.00    |
| Outreach Worker                | 6485  | GS04  | 27        | 27.00    | 28        | 27.48    | 26        | 25.48    |
| Pharmacist 2                   | 3459  | GS13  | 1         | 1.00     | 1         | 1.00     | 1         | 1.00     |
| Pharmacist Assistant           | 6486  | GS03  | 1         | 1.00     | 0         | 0.00     | 0         | 0.00     |
| Print Equip Operator 2         | 5919  | WL06  | 1         | 1.00     | 1         | 1.00     | 1         | 1.00     |
| Program Coordinator            | 6034  | GS08  | 2         | 2.00     | 0         | 0.00     | 0         | 0.00     |
| Program Specialist 3           | 7380  | GS09  | 8         | 8.00     | 10        | 10.00    | 10        | 10.00    |
| Program Supervisor             | 7381  | GS09  | 1         | 1.00     | 4         | 4.00     | 4         | 4.00     |
| Pub Health Epidemiologist 2    | 7685  | GS11  | 3         | 3.00     | 3         | 3.00     | 3         | 3.00     |
| Pub Health Epidemiologist 3    | 7686  | GS13  | 1         | 1.00     | 1         | 1.00     | 1         | 1.00     |
| Public Health LPN              | 6251  | HD01  | 19        | 18.13    | 14        | 12.84    | 14        | 12.84    |
| Public Health Nurse 1          | 3971  | HD02  | 30        | 23.91    | 0         | 0.00     | 0         | 0.00     |
| Public Health Nurse 2          | 3972  | HD03  | 75        | 67.17    | 107       | 89.02    | 107       | 89.02    |
| Public Health Nurse 3          | 3973  | HD04  | 12        | 11.71    | 9         | 9.00     | 9         | 9.00     |
| Public Health Nurse 4          | 3974  | HD06  | 9         | 9.00     | 10        | 10.00    | 9         | 9.00     |
| Public Health Nurse 5          | 3975  | HD07  | 1         | 1.00     | 1         | 1.00     | 1         | 1.00     |
| Public Health Nurse 6          | 3976  | HD08  | 1         | 1.00     | 0         | 0.00     | 0         | 0.00     |
| Public Health Nurse Clinician  | 6489  | HD05  | 5         | 5.00     | 11        | 10.71    | 11        | 10.71    |
| Public Health Nursing Dir      | 7016  | GS14  | 1         | 1.00     | 1         | 1.00     | 1         | 1.00     |
| Public Hlth Epidemiologist 2   | 7979  | SR13  | 0         | 0.00     | 2         | 2.00     | 2         | 2.00     |
| Radiologic Technician          | 6261  | GS07  | 1         | 1.00     | 0         | 0.00     | 0         | 0.00     |
| Research Analyst 1             | 7390  | GS090 | 1         | 1.00     | 2         | 2.00     | 2         | 2.00     |
| Research Analyst 2             | 7391  | GS11  | 1         | 1.00     | 1         | 1.00     | 1         | 1.00     |
| Secretary 2                    | 6146  | GS06  | 1         | 1.00     | 0         | 0.00     | 0         | 0.00     |
| Social Worker 1                | 6768  | GS07  | 8         | 8.00     | 13        | 13.00    | 12        | 12.00    |
| Software Training Manager      | 7750  | GS08  | 1         | 1.00     | 1         | 1.00     | 1         | 1.00     |
| Soil Scientist                 | 6380  | GS10  | 1         | 1.00     | 1         | 1.00     | 1         | 1.00     |
| Speech And Hear Therapist      | 4978  | GS10  | 3         | 3.00     | 4         | 4.00     | 4         | 4.00     |
| Vehicle Inspection Dir         | 6639  | GS11  | 1         | 1.00     | 1         | 1.00     | 1         | 1.00     |
| Vehicle Inspector 1            | 6552  | GS07  | 1         | 1.00     | 1         | 1.00     | 1         | 1.00     |
| Vehicle Inspector 2            | 6640  | GS08  | 1         | 1.00     | 1         | 1.00     | 1         | 1.00     |
| Veterinarian                   | 7805  | HD08  | 1         | 1.00     | 1         | 1.00     | 1         | 1.00     |

# 38 Health Department-Financial



|  |              |      | FY 2001          |                 | FY 2002          |                 | FY 2003          |                 |
|--|--------------|------|------------------|-----------------|------------------|-----------------|------------------|-----------------|
| <u>Class</u>   | <u>Grade</u> |      | <u>Bud. Pos.</u> | <u>Bud. FTE</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> |
| <b>38 Health - GSD Fund 10101</b>                            |              |      |                  |                 |                  |                 |                  |                 |
| Veterinarian Tech  | 7981         | GS05 | 2                | 2.00            | 0                | 0.00            | 0                | 0.00            |
| Warehouse Supervisor 2                                       | 6494         | GS08 | 1                | 1.00            | 1                | 1.00            | 1                | 1.00            |
| Warehouse Worker   | 7400         | WG02 | 5                | 5.00            | 4                | 4.00            | 4                | 4.00            |
| <b>Total Positions &amp; FTE</b>                             |              |      | <b>509</b>       | <b>493.42</b>   | <b>562</b>       | <b>544.55</b>   | <b>544</b>       | <b>526.55</b>   |
| <b>38 Health - Reach 2010 Grant Fund 32000</b>               |              |      |                  |                 |                  |                 |                  |                 |
| Med Administrative Assistant 1                               | 3072         | GS11 | 1                | 1.00            | 1                | 1.00            | 1                | 1.00            |
| Office Support Rep 3   | 10122        | SR06 | 0                | 0.00            | 1                | 1.00            | 1                | 1.00            |
| Program Coordinator  | 6034         | GS08 | 1                | 1.00            | 0                | 0.00            | 0                | 0.00            |
| Research Analyst 2   | 7391         | GS11 | 1                | 1.00            | 0                | 0.00            | 0                | 0.00            |
| Research Analyst I   | 7390         | SR10 | 0                | 0.00            | 1                | 1.00            | 1                | 1.00            |
| <b>Total Positions &amp; FTE</b>                             |              |      | <b>3</b>         | <b>3.00</b>     | <b>3</b>         | <b>3.00</b>     | <b>3</b>         | <b>3.00</b>     |
| <b>38 Health - United Way Mobile Clinic Grant Fund 32000</b> |              |      |                  |                 |                  |                 |                  |                 |
| Med Administrative Assistant 1                               | 3072         | GS11 | 1                | 1.00            | 0                | 0.00            | 0                | 0.00            |
| Mental Health Specialist                                     | 6772         | GS09 | 1                | 1.00            | 0                | 0.00            | 0                | 0.00            |
| Mobile Clinic Driver   | 7713         | GS05 | 1                | 1.00            | 0                | 0.00            | 0                | 0.00            |
| Public Health Nurse 2  | 3972         | HD03 | 1                | 1.00            | 0                | 0.00            | 0                | 0.00            |
| Speech And Hear Therapist                                    | 4978         | GS10 | 2                | 1.50            | 0                | 0.00            | 0                | 0.00            |
| <b>Total Positions &amp; FTE</b>                             |              |      | <b>6</b>         | <b>5.50</b>     | <b>0</b>         | <b>0.00</b>     | <b>0</b>         | <b>0.00</b>     |

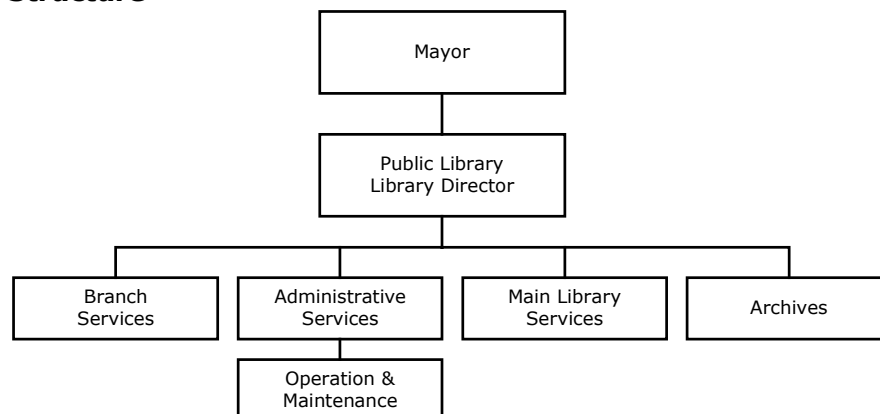


# 39 Library–At a Glance



|                                    |  |                            |                            |   |                |                                    |  |  |  |                  |              |              |              |                       |         |         |         |                           |                            |                            |                            |                                |  |  |  |                              |           |           |           |                   |         |         |        |                       |         |         |         |                              |                           |                           |                         |                     |   |   |   |           |   |   |   |                       |                           |                           |                         |  |  |  |
|------------------------------------|--|----------------------------|----------------------------|---|----------------|------------------------------------|--|--|--|------------------|--------------|--------------|--------------|-----------------------|---------|---------|---------|---------------------------|----------------------------|----------------------------|----------------------------|--------------------------------|--|--|--|------------------------------|-----------|-----------|-----------|-------------------|---------|---------|--------|-----------------------|---------|---------|---------|------------------------------|---------------------------|---------------------------|-------------------------|---------------------|---|---|---|-----------|---|---|---|-----------------------|---------------------------|---------------------------|-------------------------|--|--|--|
| <b>Vision</b>                      | To facilitate the informal self-education of all persons, including the disabled; to enrich and further develop the knowledge of persons undertaking formal education; to encourage recreational reading and constructive use of leisure time; to support the cause of literacy; and to meet the day-to-day informational needs of all persons in the community.   |                            |                            |   |                |                                    |  |  |  |                  |              |              |              |                       |         |         |         |                           |                            |                            |                            |                                |  |  |  |                              |           |           |           |                   |         |         |        |                       |         |         |         |                              |                           |                           |                         |                     |   |   |   |           |   |   |   |                       |                           |                           |                         |  |  |  |
| <b>Mission</b>                     | The Public Library of Nashville & Davidson County is committed to: Extending the benefits and joys of reading, lifelong learning, and discovery to all people through collections and services; Promoting the value and power of knowledge, essential in an informed democracy, by providing open and equal access to the records and opinions of the world; Providing emerging technologies and instruction as a gateway to information resources within and beyond our walls; Serving the community with integrity and skill; Providing an environment welcoming to all people which serves as a gathering place within the community; Preserving and sharing across generations the wisdom, culture, and history of our community.  |                            |                            |   |                |                                    |  |  |  |                  |              |              |              |                       |         |         |         |                           |                            |                            |                            |                                |  |  |  |                              |           |           |           |                   |         |         |        |                       |         |         |         |                              |                           |                           |                         |                     |   |   |   |           |   |   |   |                       |                           |                           |                         |  |  |  |
| <b>Budget Summary</b>              | <table><tr><td></td><td><b>2000-01</b></td><td><b>2001-02</b></td><td><b>2002-03</b></td></tr><tr><td><b>Expenditures and Transfers:</b></td><td></td><td></td><td></td></tr><tr><td>GSD General Fund</td><td>\$13,841,929</td><td>\$17,338,677</td><td>\$18,093,049</td></tr><tr><td>Special purpose funds</td><td>723,909</td><td>775,536</td><td>791,936</td></tr><tr><td><b>Total Expenditures</b></td><td><b><u>\$14,565,838</u></b></td><td><b><u>\$18,114,213</u></b></td><td><b><u>\$18,884,985</u></b></td></tr><tr><td><b>Revenues and Transfers:</b></td><td></td><td></td><td></td></tr><tr><td>Charges, Commissions, &amp; Fees</td><td>\$335,800</td><td>\$415,719</td><td>\$467,000</td></tr><tr><td>Other Governments</td><td>609,909</td><td>565,943</td><td>74,382</td></tr><tr><td>Other Program Revenue</td><td>114,000</td><td>209,592</td><td>116,661</td></tr><tr><td><b>Total Program Revenue</b></td><td><b><u>\$1,059,709</u></b></td><td><b><u>\$1,191,254</u></b></td><td><b><u>\$658,043</u></b></td></tr><tr><td>Non-program Revenue</td><td>0</td><td>0</td><td>0</td></tr><tr><td>Transfers</td><td>0</td><td>0</td><td>0</td></tr><tr><td><b>Total Revenues</b></td><td><b><u>\$1,059,709</u></b></td><td><b><u>\$1,191,254</u></b></td><td><b><u>\$658,043</u></b></td></tr></table> |                            | <b>2000-01</b>             | <b>2001-02</b>  | <b>2002-03</b> | <b>Expenditures and Transfers:</b> |  |  |  | GSD General Fund | \$13,841,929 | \$17,338,677 | \$18,093,049 | Special purpose funds | 723,909 | 775,536 | 791,936 | <b>Total Expenditures</b> | <b><u>\$14,565,838</u></b> | <b><u>\$18,114,213</u></b> | <b><u>\$18,884,985</u></b> | <b>Revenues and Transfers:</b> |  |  |  | Charges, Commissions, & Fees | \$335,800 | \$415,719 | \$467,000 | Other Governments | 609,909 | 565,943 | 74,382 | Other Program Revenue | 114,000 | 209,592 | 116,661 | <b>Total Program Revenue</b> | <b><u>\$1,059,709</u></b> | <b><u>\$1,191,254</u></b> | <b><u>\$658,043</u></b> | Non-program Revenue | 0 | 0 | 0 | Transfers | 0 | 0 | 0 | <b>Total Revenues</b> | <b><u>\$1,059,709</u></b> | <b><u>\$1,191,254</u></b> | <b><u>\$658,043</u></b> |  |  |  |
|                                    | <b>2000-01</b>   | <b>2001-02</b>             | <b>2002-03</b>             |   |                |                                    |  |  |  |                  |              |              |              |                       |         |         |         |                           |                            |                            |                            |                                |  |  |  |                              |           |           |           |                   |         |         |        |                       |         |         |         |                              |                           |                           |                         |                     |   |   |   |           |   |   |   |                       |                           |                           |                         |  |  |  |
| <b>Expenditures and Transfers:</b> |  |                            |                            |   |                |                                    |  |  |  |                  |              |              |              |                       |         |         |         |                           |                            |                            |                            |                                |  |  |  |                              |           |           |           |                   |         |         |        |                       |         |         |         |                              |                           |                           |                         |                     |   |   |   |           |   |   |   |                       |                           |                           |                         |  |  |  |
| GSD General Fund                   | \$13,841,929   | \$17,338,677               | \$18,093,049               |   |                |                                    |  |  |  |                  |              |              |              |                       |         |         |         |                           |                            |                            |                            |                                |  |  |  |                              |           |           |           |                   |         |         |        |                       |         |         |         |                              |                           |                           |                         |                     |   |   |   |           |   |   |   |                       |                           |                           |                         |  |  |  |
| Special purpose funds              | 723,909  | 775,536                    | 791,936                    |   |                |                                    |  |  |  |                  |              |              |              |                       |         |         |         |                           |                            |                            |                            |                                |  |  |  |                              |           |           |           |                   |         |         |        |                       |         |         |         |                              |                           |                           |                         |                     |   |   |   |           |   |   |   |                       |                           |                           |                         |  |  |  |
| <b>Total Expenditures</b>          | <b><u>\$14,565,838</u></b>   | <b><u>\$18,114,213</u></b> | <b><u>\$18,884,985</u></b> |   |                |                                    |  |  |  |                  |              |              |              |                       |         |         |         |                           |                            |                            |                            |                                |  |  |  |                              |           |           |           |                   |         |         |        |                       |         |         |         |                              |                           |                           |                         |                     |   |   |   |           |   |   |   |                       |                           |                           |                         |  |  |  |
| <b>Revenues and Transfers:</b>     |  |                            |                            |   |                |                                    |  |  |  |                  |              |              |              |                       |         |         |         |                           |                            |                            |                            |                                |  |  |  |                              |           |           |           |                   |         |         |        |                       |         |         |         |                              |                           |                           |                         |                     |   |   |   |           |   |   |   |                       |                           |                           |                         |  |  |  |
| Charges, Commissions, & Fees       | \$335,800  | \$415,719                  | \$467,000                  |   |                |                                    |  |  |  |                  |              |              |              |                       |         |         |         |                           |                            |                            |                            |                                |  |  |  |                              |           |           |           |                   |         |         |        |                       |         |         |         |                              |                           |                           |                         |                     |   |   |   |           |   |   |   |                       |                           |                           |                         |  |  |  |
| Other Governments                  | 609,909  | 565,943                    | 74,382                     |   |                |                                    |  |  |  |                  |              |              |              |                       |         |         |         |                           |                            |                            |                            |                                |  |  |  |                              |           |           |           |                   |         |         |        |                       |         |         |         |                              |                           |                           |                         |                     |   |   |   |           |   |   |   |                       |                           |                           |                         |  |  |  |
| Other Program Revenue              | 114,000  | 209,592                    | 116,661                    |   |                |                                    |  |  |  |                  |              |              |              |                       |         |         |         |                           |                            |                            |                            |                                |  |  |  |                              |           |           |           |                   |         |         |        |                       |         |         |         |                              |                           |                           |                         |                     |   |   |   |           |   |   |   |                       |                           |                           |                         |  |  |  |
| <b>Total Program Revenue</b>       | <b><u>\$1,059,709</u></b>  | <b><u>\$1,191,254</u></b>  | <b><u>\$658,043</u></b>    |   |                |                                    |  |  |  |                  |              |              |              |                       |         |         |         |                           |                            |                            |                            |                                |  |  |  |                              |           |           |           |                   |         |         |        |                       |         |         |         |                              |                           |                           |                         |                     |   |   |   |           |   |   |   |                       |                           |                           |                         |  |  |  |
| Non-program Revenue                | 0  | 0                          | 0                          |   |                |                                    |  |  |  |                  |              |              |              |                       |         |         |         |                           |                            |                            |                            |                                |  |  |  |                              |           |           |           |                   |         |         |        |                       |         |         |         |                              |                           |                           |                         |                     |   |   |   |           |   |   |   |                       |                           |                           |                         |  |  |  |
| Transfers                          | 0  | 0                          | 0                          |   |                |                                    |  |  |  |                  |              |              |              |                       |         |         |         |                           |                            |                            |                            |                                |  |  |  |                              |           |           |           |                   |         |         |        |                       |         |         |         |                              |                           |                           |                         |                     |   |   |   |           |   |   |   |                       |                           |                           |                         |  |  |  |
| <b>Total Revenues</b>              | <b><u>\$1,059,709</u></b>  | <b><u>\$1,191,254</u></b>  | <b><u>\$658,043</u></b>    |   |                |                                    |  |  |  |                  |              |              |              |                       |         |         |         |                           |                            |                            |                            |                                |  |  |  |                              |           |           |           |                   |         |         |        |                       |         |         |         |                              |                           |                           |                         |                     |   |   |   |           |   |   |   |                       |                           |                           |                         |  |  |  |
| <b>Positions</b>                   | Total Budgeted Positions   | 397                        | 409                        | 410   |                |                                    |  |  |  |                  |              |              |              |                       |         |         |         |                           |                            |                            |                            |                                |  |  |  |                              |           |           |           |                   |         |         |        |                       |         |         |         |                              |                           |                           |                         |                     |   |   |   |           |   |   |   |                       |                           |                           |                         |  |  |  |
| <b>Contacts</b>                    | Director of Public Library: Donna Nicely<br>Financial Manager: Chase Adams<br><br>615 Church Street 37219  |                            |                            | email: donna_nicely@metro.nashville.org<br>email: chase_adams@metro.nashville.org<br><br>Phone: 862-5760      FAX: 862-5771 |                |                                    |  |  |  |                  |              |              |              |                       |         |         |         |                           |                            |                            |                            |                                |  |  |  |                              |           |           |           |                   |         |         |        |                       |         |         |         |                              |                           |                           |                         |                     |   |   |   |           |   |   |   |                       |                           |                           |                         |  |  |  |

## Organizational Structure



# 39 Library–At a Glance



## Budget Highlights FY 2003

|   |                  |
|---|------------------|
| • Telephone and telegraph to convert all public access text terminals to personal computers | \$120,500        |
| • Computer connection costs to upgrade the speed of computer connections                    | 38,300           |
| • Pay Plan/Benefit adjustments  | 450,300          |
| • Information Systems billings  | 269,137          |
| • Fleet Management Consolidation net adjustment   | -104,305         |
| • Telecommunication net adjustment  | -19,560          |
| <b>Total</b>  | <b>\$754,372</b> |

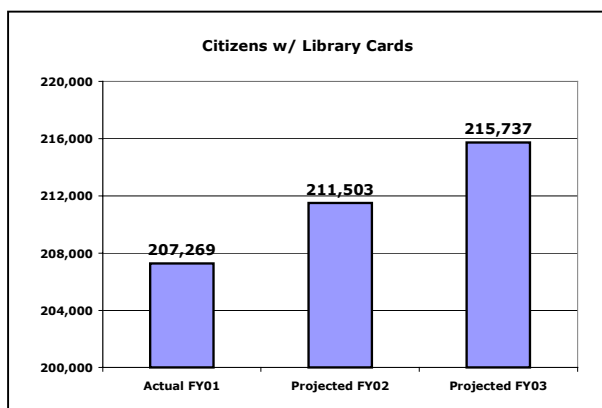
## Overview

### BRANCH SERVICES

The Branch Services division includes 20 full service branch libraries, offering adult and children's books on tape, videos, periodicals, and, at larger facilities, music CDs. The branch system represents a countywide collection of 949,655 titles. Each location offers reference and readers advisory service for patrons, children's story hours and activities, and, at the five new branches, a young adult section with services for teens. Most offer meeting rooms for public use. All libraries in the branch system offer free public access to the Internet. Seven branches offer free public computing, with software applications available for educational or personal use. Seven branches provide after-school homework assistance in Dell Wired for Youth Centers, complete with computers for student use. Bookmobile service is provided in areas not served by branch libraries, making regular stops at 35 locations every month, including area high-rises for seniors and housing projects. Hours of operation vary from 61 hours per week at the largest facilities to 40 hours per week at smaller facilities.

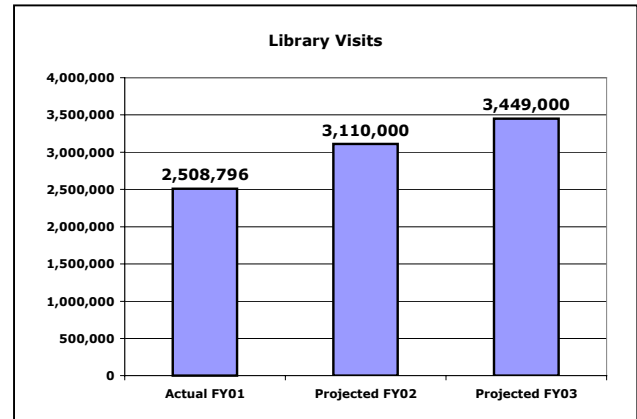
### ADMINISTRATIVE SERVICES

The Administrative Services Division incorporates the general administrative functions of the library system including: planning and executive management; central accounting, purchasing, and statistical reports; human resources including recruitment, hiring, payroll, and leave record keeping; staff development and training; public relations, volunteer services, and special projects;



collection development, procurement, cataloging and processing of books and information materials; conference center administration; and installation and maintenance of automation systems including on-line catalog and patron database, local area networks, personal computers, software, and audio/visual technology.

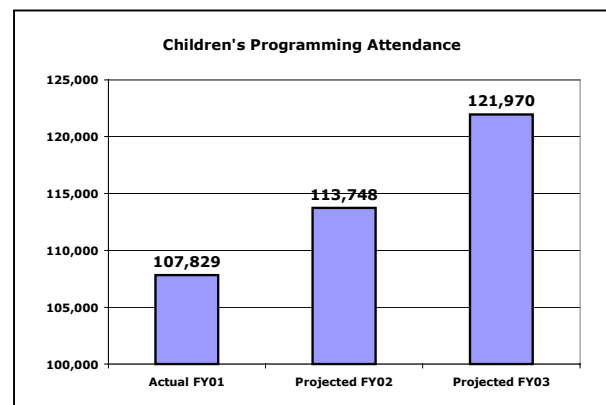
## OPERATION & MAINTENANCE



The Operation and Maintenance Division is responsible for the maintenance, repair and cleaning of 24 facilities including grounds care at 18 facilities. Building maintenance and repair is accomplished by the library maintenance staff and vendor contracts for services such as HVAC, electrical, plumbing, and major building repairs and renovations. This division is also responsible for the library system's inter-departmental delivery of library materials, averaging 12,000 books per day.

## MAIN LIBRARY SERVICES

Main Library Services includes all public service departments at the Main Library. Hours of operation are from 9:00 AM to 8:00 PM Monday – Thursday, 9:00 AM to 6:00 PM on Friday, 9:00 AM to 5:00 PM on Saturday, and 2:00 PM to 5:00 PM on Sunday. There are six services provided.



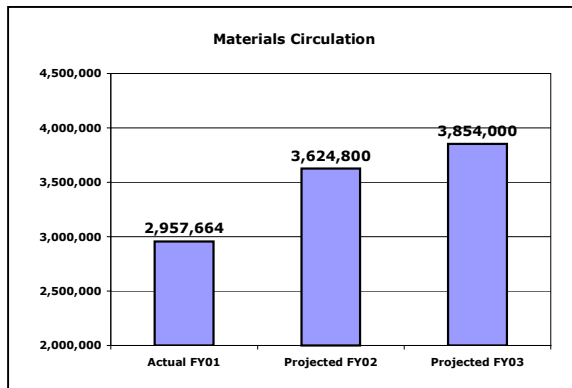
**Children's Services** maintains a collection of 95,000+ children's books and provides reader's advisory and reference service to children and caregivers.

## 39 Library–At a Glance



It provides library learning tours for children, caregivers and school groups, as well as special outreach programs in the community, provides access to children's computers and educational software, and provides significant educational programming for children including marionette and puppet performances, as well as story hours.

**The Circulation Division** maintains a popular materials collection of \$85,000+, including new titles, fiction, videos/DVDs, music CDs, educational software, and books on tape.



It provides reference service for fiction, music, and video collections, maintains central registration, book reserve, and overdue notification processes for the library system, and handles all circulation transactions for the main library.

**The Reference Division** maintains the library system's central reference collection, as well as nonfiction and young adult collections for the main library (143,900+ titles). Responsible for system wide electronic reference materials; provides telephone, fax and e-mail reference service; provides in-person reference and research assistance service for business and general reference information; nationwide interlibrary loan service for Nashville; and in-depth research services for other Metro Government agencies. Provides targeted services for young adults, including a computer lab and homework assistance program for students. Reference houses the largest concentration of public computers at main library, including catalog, research, and public computing areas. Maintains large periodicals, microforms, and government documents holdings.

**The Special Collections/Nashville Room** maintains a collection of 18,000+ titles on Nashville and Tennessee history, authors and genealogy; provides phone and in-person reference and research assistance; maintains collections of photos, slides, maps, ephemera, artifacts, and oral histories of historical significance to the city. Major collections include the Civil Rights Collection and the complete archives of the Nashville Banner.

**Library Services for the Deaf and Hard of Hearing** is an information resource center regarding all aspects of hearing loss and deafness. Services include: An extensive lending library of books, videotapes, TTYs, telecaption decoders, and assistive listening devices; information and referral services; public awareness programming (including children's programming); and in-service training programs for library.

**The Nashville Talking Library** is a radio reading service for the blind and physically handicapped. This service is available to anyone who cannot read normal printed materials due to a physical or visual disability. The service is accessed via a special portable radio receiver, cable TV systems in 10 area hospitals and dialysis centers, and on the SAP channel of WDCN. Listeners hear readings from the daily newspaper, local and regional publications, best-sellers, mysteries, and special features on a variety of topics from over fifty magazines. A new dial-in service enables listeners to hear the newspaper and other local features over the phone. Approximately 175 volunteers produce the majority of this programming locally.

### ARCHIVES

The Metropolitan Government Archives collects and maintains records relating to the history of Metropolitan Government, the old city of Nashville and Davidson County. The Metro Archives maintains historical records from 1780-1900. The Metro Archives collection includes court records, deeds, wills, marriages, photographs, slides, sound recordings, and personal papers. Other activities include archival conservation measures and preservation microfilming. Hours of operation are 9:30 AM to 5:30 PM Monday – Thursday, 9:00 AM to 5:00 PM on Saturday.



# 39 Library-Performance



| Objectives  | Performance Measures                      | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|---|---|-------------------|--------------------|-------------------|-------------------|
| <b>System Wide</b>  |   |                   |                    |                   |                   |
| 1. To meet the community information needs through library services and collections.                    | a. Materials Circulation                  | 2,934,237         | 2,957,664          | 3,624,800         | 3,854,000         |
|   | b. Number of uses of Library web services | na                | 1,962,115          | na                | 2,038,616         |
|   | c. Number of citizens with library cards  | na                | 207,269            | na                | 215,737           |
|   | d. Number of Library visits               | 2,849,461         | 2,508,796          | 3,110,000         | 3,449,000         |
| 2. To foster in children a love of books and learning.  | a. Children's Programming - attendance    | na                | 107,829            | na                | 121,970           |
|   | b. Summer Reading - enrollment            | na                | 12,421             | na                | 12,600            |
| 3. To provide facilities and programs to engage citizens in learning activities, and community affairs. | a. Number of adult programs               | na                | 428                | na                | 532               |
|   | b. Number of adult program attendance     | na                | 7,973              | na                | 9,966             |
|   | c. Meeting room use attendance            | na                | 26,869             | na                | 45,200            |
|   | d. Number of meeting room events          | na                | 1,473              | na                | 2,489             |

# 39 Library-Financial



## Public Library GSD General Fund

| EXPENSE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>OPERATING EXPENSE:</b>                        |                   |                    |                   |                   |
| <b>PERSONAL SERVICES:</b>                        |                   |                    |                   |                   |
| Salary Expense                                   | 8,468,026         | 7,169,268          | 10,249,592        | 10,643,692        |
| Fringe Benefits                                  | 2,635,464         | 1,940,687          | 2,879,826         | 2,936,026         |
| Per Diem & Other Fees                            | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL PERSONAL SERVICES</b>                   | <b>11,103,490</b> | <b>9,109,955</b>   | <b>13,129,418</b> | <b>13,579,718</b> |
| <b>OTHER SERVICES:</b>                           |                   |                    |                   |                   |
| Utilities  | 668,430           | 805,891            | 1,353,276         | 1,353,276         |
| Professional Services                            | 12,135            | 10,416             | 12,800            | 12,800            |
| Purchased Services                               | 393,681           | 278,683            | 472,635           | 472,635           |
| Travel   | 17,807            | 6,888              | 20,748            | 20,748            |
| Communications                                   | 29,828            | 77,729             | 75,193            | 233,993           |
| Printing   | 43,210            | 20,338             | 48,120            | 48,120            |
| Advertising & Promotion                          | 4,184             | 6,379              | 7,300             | 7,300             |
| Subscriptions                                    | 254,224           | 249,337            | 276,984           | 276,984           |
| Tuition, Reg., & Membership Dues                 | 12,551            | 8,513              | 14,225            | 14,225            |
| Repairs & Maintenance Services                   | 349,556           | 201,461            | 513,704           | 513,704           |
| Internal Service Fees                            | 439,461           | 440,991            | 607,622           | 752,894           |
| <b>TOTAL OTHER SERVICES</b>                      | <b>2,225,067</b>  | <b>2,106,626</b>   | <b>3,402,607</b>  | <b>3,706,679</b>  |
| <b>OTHER EXPENSE:</b>                            |                   |                    |                   |                   |
| Supplies and Materials                           | 503,057           | 590,850            | 792,564           | 792,564           |
| Misc. Other Expenses & Payments                  | 0                 | 117                | 0                 | 0                 |
| Fixed Charges                                    | 2,066             | 6,741              | 5,816             | 5,816             |
| Licenses, Permits, & Fees                        | 8,249             | 1,150              | 8,272             | 8,272             |
| Taxes  | 0                 | 0                  | 0                 | 0                 |
| Grant Contributions & Awards                     | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL OTHER EXPENSE</b>                       | <b>513,372</b>    | <b>598,858</b>     | <b>806,652</b>    | <b>806,652</b>    |
| <b>PENSION, ANNUITY, DEBT, &amp; OTHER COSTS</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>EQUIPMENT, BUILDINGS, &amp; LAND</b>          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>SPECIAL PROJECTS</b>                          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL OPERATING EXPENSE</b>                   | <b>13,841,929</b> | <b>11,815,439</b>  | <b>17,338,677</b> | <b>18,093,049</b> |
| <b>TRANSFERS TO OTHER FUNDS &amp; UNITS:</b>     | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL EXPENSE AND TRANSFERS</b>               | <b>13,841,929</b> | <b>11,815,439</b>  | <b>17,338,677</b> | <b>18,093,049</b> |

# 39 Library-Financial



## Public Library GSD General Fund

|  | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>REVENUE AND TRANSFERS</b>                     |                   |                    |                   |                   |
| <b>PROGRAM REVENUE:</b>                          |                   |                    |                   |                   |
| <b>Charges, Commissions, &amp; Fees</b>          |                   |                    |                   |                   |
| Charges For Current Services                     | 335,800           | 377,463            | 415,719           | 467,000           |
| Commissions and Fees                             | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Charges, Commissions, &amp; Fees</b> | <b>335,800</b>    | <b>377,463</b>     | <b>415,719</b>    | <b>467,000</b>    |
| <b>Other Governments &amp; Agencies</b>          |                   |                    |                   |                   |
| Federal Direct                                   | 0                 | 0                  | 0                 | 0                 |
| Federal Through State                            | 0                 | 0                  | 0                 | 0                 |
| Federal Through Other Pass-Through               | 0                 | 0                  | 0                 | 0                 |
| State Direct                                     | 0                 | 0                  | 0                 | 0                 |
| Other Government Agencies                        | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Governments &amp; Agencies</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>Other Program Revenue</b>                     |                   |                    |                   |                   |
| Contributions and Gifts                          | 0                 | 0                  | 0                 | 0                 |
| Miscellaneous Revenue                            | 0                 | 0                  | 0                 | 0                 |
| Use of Money or Property                         | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Program Revenue</b>            | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL PROGRAM REVENUE</b>                     | <b>335,800</b>    | <b>377,463</b>     | <b>415,719</b>    | <b>467,000</b>    |
| <b>NON-PROGRAM REVENUE:</b>                      |                   |                    |                   |                   |
| Property Taxes                                   | 0                 | 0                  | 0                 | 0                 |
| Local Option Sales Tax                           | 0                 | 0                  | 0                 | 0                 |
| Other Taxes, Licenses, & Permits                 | 0                 | 0                  | 0                 | 0                 |
| Fines, Forfeits, & Penalties                     | 0                 | 0                  | 0                 | 0                 |
| Compensation From Property                       | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL NON-PROGRAM REVENUE</b>                 | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TRANSFERS FROM OTHER FUNDS AND UNITS:</b>     | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL REVENUE AND TRANSFERS</b>               | <b>335,800</b>    | <b>377,463</b>     | <b>415,719</b>    | <b>467,000</b>    |

# 39 Library-Financial



## Public Library Special Purpose Funds

| EXPENSE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>OPERATING EXPENSE:</b>                        |                   |                    |                   |                   |
| <b>PERSONAL SERVICES:</b>                        |                   |                    |                   |                   |
| Salary Expense                                   | 279,150           | 183,467            | 373,292           | 373,292           |
| Fringe Benefits                                  | 49,926            | 41,312             | 56,446            | 56,446            |
| Per Diem & Other Fees                            | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL PERSONAL SERVICES</b>                   | <b>329,076</b>    | <b>224,779</b>     | <b>429,738</b>    | <b>429,738</b>    |
| <b>OTHER SERVICES:</b>                           |                   |                    |                   |                   |
| Utilities  | 0                 | 0                  | 0                 | 0                 |
| Professional Services                            | 0                 | 0                  | 0                 | 0                 |
| Purchased Services                               | 9,217             | 5,003              | 7,395             | 7,395             |
| Travel   | 3,000             | 377                | 1,300             | 1,300             |
| Communications                                   | 11,285            | 10,411             | 9,616             | 9,616             |
| Printing   | 10,562            | 695                | 7,011             | 7,011             |
| Advertising & Promotion                          | 250               | 0                  | 250               | 250               |
| Subscriptions                                    | 0                 | 50                 | 0                 | 0                 |
| Tuition, Reg., & Membership Dues                 | 0                 | 175                | 200               | 200               |
| Repairs & Maintenance Services                   | 1,200             | 924                | 1,000             | 1,000             |
| Internal Service Fees                            | 3,500             | 3,370              | 3,200             | 3,200             |
| <b>TOTAL OTHER SERVICES</b>                      | <b>39,014</b>     | <b>21,005</b>      | <b>29,972</b>     | <b>29,972</b>     |
| <b>OTHER EXPENSE:</b>                            |                   |                    |                   |                   |
| Supplies and Materials                           | 349,319           | 357,950            | 312,826           | 329,226           |
| Misc. Other Expenses & Payments                  | 0                 | 0                  | 0                 | 0                 |
| Fixed Charges                                    | 0                 | 0                  | 0                 | 0                 |
| Licenses, Permits, & Fees                        | 500               | 0                  | 500               | 500               |
| Taxes  | 0                 | 0                  | 0                 | 0                 |
| Grant Contributions & Awards                     | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL OTHER EXPENSE</b>                       | <b>349,819</b>    | <b>357,950</b>     | <b>313,326</b>    | <b>329,726</b>    |
| <b>PENSION, ANNUITY, DEBT, &amp; OTHER COSTS</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>EQUIPMENT, BUILDINGS, &amp; LAND</b>          | <b>0</b>          | <b>15,035</b>      | <b>0</b>          | <b>0</b>          |
| <b>SPECIAL PROJECTS</b>                          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL OPERATING EXPENSE</b>                   | <b>717,909</b>    | <b>618,769</b>     | <b>773,036</b>    | <b>789,436</b>    |
| <b>TRANSFERS TO OTHER FUNDS &amp; UNITS:</b>     | <b>6,000</b>      | <b>118,283</b>     | <b>2,500</b>      | <b>2,500</b>      |
| <b>TOTAL EXPENSE AND TRANSFERS</b>               | <b>723,909</b>    | <b>737,052</b>     | <b>775,536</b>    | <b>791,936</b>    |

# 39 Library-Financial



## Public Library Special Purpose Funds

|  | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>REVENUE AND TRANSFERS</b>                     |                   |                    |                   |                   |
| <b>PROGRAM REVENUE:</b>                          |                   |                    |                   |                   |
| <b>Charges, Commissions, &amp; Fees</b>          |                   |                    |                   |                   |
| Charges For Current Services                     | 0                 | 0                  | 0                 | 0                 |
| Commissions and Fees                             | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Charges, Commissions, &amp; Fees</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>Other Governments &amp; Agencies</b>          |                   |                    |                   |                   |
| Federal Direct                                   | 0                 | 0                  | 0                 | 0                 |
| Federal Through State                            | 114,717           | 103,921            | 70,795            | 68,409            |
| Federal Through Other Pass-Through               | 0                 | 0                  | 0                 | 0                 |
| State Direct                                     | 495,192           | 484,218            | 495,148           | 5,973             |
| Other Government Agencies                        | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Governments &amp; Agencies</b> | <b>609,909</b>    | <b>588,139</b>     | <b>565,943</b>    | <b>74,382</b>     |
| <b>Other Program Revenue</b>                     |                   |                    |                   |                   |
| Contributions and Gifts                          | 108,000           | 14,283             | 207,092           | 113,061           |
| Miscellaneous Revenue                            | 0                 | 0                  | 0                 | 0                 |
| Use of Money or Property                         | 6,000             | 11,082             | 2,500             | 3,600             |
| <b>Subtotal Other Program Revenue</b>            | <b>114,000</b>    | <b>25,365</b>      | <b>209,592</b>    | <b>116,661</b>    |
| <b>TOTAL PROGRAM REVENUE</b>                     | <b>723,909</b>    | <b>613,504</b>     | <b>775,535</b>    | <b>191,043</b>    |
| <b>NON-PROGRAM REVENUE:</b>                      |                   |                    |                   |                   |
| Property Taxes                                   | 0                 | 0                  | 0                 | 0                 |
| Local Option Sales Tax                           | 0                 | 0                  | 0                 | 0                 |
| Other Taxes, Licenses, & Permits                 | 0                 | 0                  | 0                 | 0                 |
| Fines, Forfeits, & Penalties                     | 0                 | 0                  | 0                 | 0                 |
| Compensation From Property                       | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL NON-PROGRAM REVENUE</b>                 | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TRANSFERS FROM OTHER FUNDS AND UNITS:</b>     | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL REVENUE AND TRANSFERS</b>               | <b>723,909</b>    | <b>613,504</b>     | <b>775,535</b>    | <b>191,043</b>    |



# 39 Library-Financial



**Reminder:** Some classifications were deleted and new classifications (class number 10000 and above) were added to implement the 2002 Reclassification Study & Pay Plan. Many of the class changes from FY 2001 to FY 2002 were due to implementing that Study.

|                                   | Class | Grade | FY 2001   |          | FY 2002   |          | FY 2003   |          |
|-----------------------------------|-------|-------|-----------|----------|-----------|----------|-----------|----------|
|                                   |       |       | Bud. Pos. | Bud. FTE | Bud. Pos. | Bud. FTE | Bud. Pos. | Bud. FTE |
| 39 Library - GSD Fund 10101       |       |       |           |          |           |          |           |          |
| Account Clerk 2                   | 4370  | GS04  | 1         | 1.0      | 0         | 0.0      | 0         | 0.0      |
| Accountant 4                      | 7239  | GS11  | 1         | 1.0      | 0         | 0.0      | 0         | 0.0      |
| Admin Services Mgr                | 7242  | GS12  | 1         | 1.0      | 0         | 0.0      | 0         | 0.0      |
| Admin Services Officer 3          | 7244  | SR10  | 2         | 2.0      | 3         | 3.0      | 3         | 3.0      |
| Administrative Assistant          | 7241  | SR09  | 1         | 1.0      | 2         | 2.0      | 2         | 2.0      |
| Administrative Assistant 1        | 7240  | GS06  | 4         | 4.0      | 0         | 0.0      | 0         | 0.0      |
| Administrative Services Officer 1 | 2660  | SR06  | 0         | 0.0      | 1         | 1.0      | 1         | 1.0      |
| Archives Assistant 1              | 7763  | SR04  | 2         | 0.7      | 3         | 1.2      | 3         | 1.2      |
| Archives Assistant 2              | 7764  | SR05  | 3         | 2.3      | 2         | 2.0      | 2         | 2.0      |
| Archives Assistant 3              | 7765  | SR06  | 1         | 1.0      | 2         | 2.0      | 2         | 2.0      |
| Archivist                         | 6802  | SR12  | 1         | 1.0      | 1         | 1.0      | 1         | 1.0      |
| Audio-Visual Specialist           | 6715  | GS07  | 1         | 1.0      | 0         | 0.0      | 0         | 0.0      |
| Bldg Maint Supervisor             | 7256  | TS11  | 1         | 1.0      | 1         | 1.0      | 1         | 1.0      |
| Bldg Maint Supt                   | 0842  | TS13  | 1         | 1.0      | 0         | 0.0      | 1         | 1.0      |
| Bldg Maint Worker                 | 7257  | TG04  | 2         | 2.0      | 2         | 2.0      | 2         | 2.0      |
| Bldg Maintenance Mech             | 2220  | TG08  | 1         | 1.0      | 1         | 1.0      | 1         | 1.0      |
| Bookmobile Op Supervisor          | 6615  | SR07  | 1         | 1.0      | 1         | 1.0      | 1         | 1.0      |
| Circulation Assistant 1           | 2900  | SR04  | 31        | 28.7     | 41        | 37.6     | 41        | 37.6     |
| Circulation Assistant 2           | 7767  | SR05  | 42        | 37.6     | 28        | 26.5     | 28        | 26.5     |
| Circulation Supervisor            | 7768  | SR06  | 5         | 5.0      | 5         | 5.0      | 5         | 5.0      |
| Cust Serv Supv                    | 5460  | TS03  | 2         | 2.0      | 2         | 2.0      | 2         | 2.0      |
| Custodian 1                       | 7280  | TG03  | 27        | 27.0     | 26        | 26.0     | 26        | 26.0     |
| Custodian 2                       | 2630  | TG05  | 1         | 1.0      | 1         | 1.0      | 1         | 1.0      |
| Equipment Operator 1              | 6826  | TG05  | 4         | 4.0      | 5         | 5.0      | 5         | 5.0      |
| Finance Officer 3                 | 10152 | SR12  | 0         | 0.0      | 1         | 1.0      | 1         | 1.0      |
| Human Res Analyst 2               | 2730  | GS07  | 1         | 1.0      | 0         | 0.0      | 0         | 0.0      |
| Human Resources Analyst 1         | 2730  | SR08  | 0         | 0.0      | 1         | 1.0      | 1         | 1.0      |
| Human Resources Analyst 3         | 3455  | SR12  | 0         | 0.0      | 1         | 1.0      | 1         | 1.0      |
| Human Resources Analyst 4         | 6874  | GS11  | 1         | 1.0      | 0         | 0.0      | 0         | 0.0      |
| Human Resources Asst.1            | 1472  | SR06  | 1         | 1.0      | 1         | 1.0      | 1         | 1.0      |
| Human Resources Manager           | 6531  | SR14  | 0         | 0.0      | 1         | 1.0      | 1         | 1.0      |
| Industrial Electrician 1          | 6224  | TG12  | 1         | 1.0      | 1         | 1.0      | 1         | 1.0      |
| Info Systems Analyst 1            | 7779  | SR10  | 4         | 4.0      | 5         | 5.0      | 5         | 5.0      |
| Info Systems Associate            | 7781  | SR06  | 1         | 1.0      | 1         | 1.0      | 1         | 1.0      |
| Info Systems Specialist           | 7783  | SR12  | 1         | 1.0      | 1         | 1.0      | 1         | 1.0      |
| Info Systems Technician 1         | 7784  | SR08  | 0         | 0.0      | 1         | 1.0      | 1         | 1.0      |
| Information Systems Dir           | 7113  | GS15  | 1         | 1.0      | 0         | 0.0      | 0         | 0.0      |
| Librarian 1                       | 2890  | SR09  | 39        | 38.0     | 37        | 36.0     | 37        | 36.0     |
| Librarian 2                       | 7323  | SR10  | 15        | 15.0     | 15        | 15.0     | 15        | 15.0     |
| Librarian 3                       | 4620  | SR11  | 8         | 8.0      | 9         | 9.0      | 9         | 9.0      |
| Library Administrator             | 6847  | SR14  | 3         | 3.0      | 3         | 3.0      | 3         | 3.0      |
| Library Associate 1               | 4630  | SR06  | 51        | 50.3     | 52        | 50.8     | 52        | 50.8     |
| Library Associate 2               | 2901  | SR07  | 20        | 19.0     | 17        | 16.5     | 17        | 16.5     |
| Library Associate 3               | 10116 | SR09  | 0         | 0.0      | 1         | 1.0      | 1         | 1.0      |
| Library Manager 1                 | 7793  | SR11  | 8         | 8.0      | 7         | 7.0      | 7         | 7.0      |
| Library Manager 2                 | 5300  | SR12  | 11        | 11.0     | 9         | 9.0      | 9         | 9.0      |
| Library Manager 3                 | 4855  | SR13  | 9         | 9.0      | 10        | 10.0     | 10        | 10.0     |
| Library Page                      | 5070  | SR02  | 47        | 23.5     | 47        | 23.5     | 47        | 23.5     |
| Library Performing Artist 1       | 5996  | SR05  | 1         | 1.0      | 1         | 1.0      | 1         | 1.0      |
| Library Performing Artist 2       | 5995  | SR07  | 1         | 1.0      | 1         | 1.0      | 1         | 1.0      |
| Library Services Asst Dir         | 0280  | SR15  | 1         | 1.0      | 1         | 1.0      | 1         | 1.0      |
| Library Services Director         | 1070  | DP02  | 0         | 0.0      | 1         | 1.0      | 1         | 1.0      |
| Office Assistant 1                | 7747  | GS03  | 8         | 8.0      | 0         | 0.0      | 0         | 0.0      |
| Office Assistant 2                | 7748  | GS04  | 3         | 3.0      | 0         | 0.0      | 0         | 0.0      |
| Office Assistant 3                | 7749  | GS05  | 6         | 6.0      | 0         | 0.0      | 0         | 0.0      |

# 39 Library-Financial

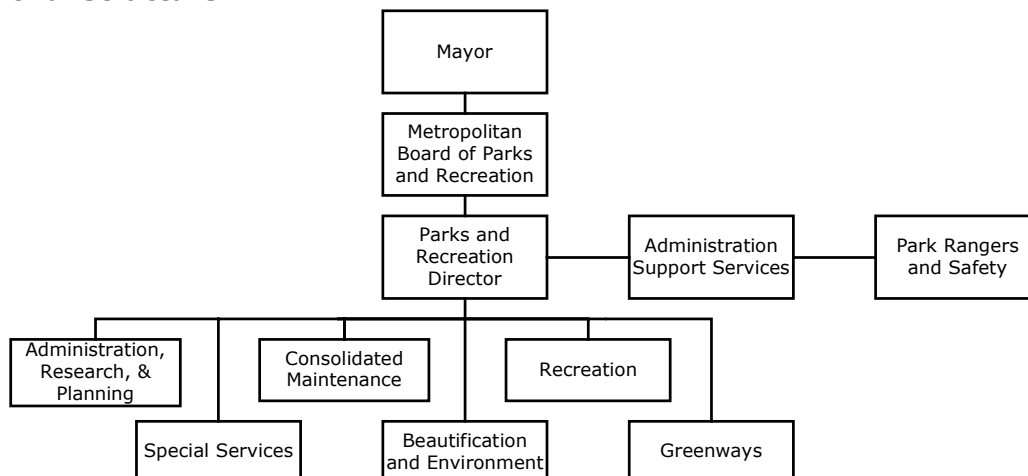


|                                    |              | FY 2001          |                 | FY 2002          |                 | FY 2003          |                 |
|------------------------------------|--------------|------------------|-----------------|------------------|-----------------|------------------|-----------------|
| <u>Class</u>                       | <u>Grade</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> |
| <b>39 Library – GSD Fund 10101</b> |              |                  |                 |                  |                 |                  |                 |
| Office Manager 3                   | 7340 GS08    | 1                | 1.0             | 0                | 0.0             | 0                | 0.0             |
| Office Support Manager             | 10119 SR09   | 0                | 0.0             | 1                | 1.0             | 1                | 1.0             |
| Office Support Representative 1    | 10120 SR04   | 0                | 0.0             | 7                | 7.0             | 7                | 7.0             |
| Office Support Representative 2    | 10121 SR05   | 0                | 0.0             | 7                | 7.0             | 7                | 7.0             |
| Office Support Representative 3    | 10122 SR06   | 0                | 0.0             | 6                | 6.0             | 6                | 6.0             |
| Office Support Specialist 1        | 10123 SR07   | 0                | 0.0             | 4                | 4.0             | 4                | 4.0             |
| Program Manager 2                  | 7377 GS11    | 1                | 1.0             | 0                | 0.0             | 0                | 0.0             |
| Program Specialist 2               | 7379 SR08    | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Property Guard 2                   | 4725 SR05    | 5                | 5.0             | 5                | 5.0             | 5                | 5.0             |
| Radio Announcer                    | 4030 SR07    | 3                | 3.0             | 3                | 2.5             | 3                | 2.5             |
| Radio Program Manager              | 4038 SR10    | 2                | 2.0             | 1                | 1.0             | 1                | 1.0             |
| Security Officer Coord             | 7798 SR09    | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| <b>Total Positions &amp; FTE</b>   |              | <b>392</b>       | <b>357.0</b>    | <b>388</b>       | <b>354.52</b>   | <b>389</b>       | <b>355.52</b>   |
| <b>39 Library -30401</b>           |              |                  |                 |                  |                 |                  |                 |
| Circulation Assistant 1            | 2900 SR04    | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Circulation Assistant 2            | 7767 SR05    | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Library Associate 1                | 4630 GS05    | 1                | 1.0             | 0                | 0.0             | 0                | 0.0             |
| Office Support Representative 2    | 10121 SR05   | 0                | 0.0             | 16               | 4.0             | 16               | 4.0             |
| Program Manager 2                  | 7377 SR12    | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Program Specialist 2               | 7379 SR08    | 0                | 0.0             | 1                | 1.0             | 1                | 1.0             |
| Radio Program Manager              | 4038 SR10    | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| <b>Total Positions &amp; FTE</b>   |              | <b>5</b>         | <b>5.0</b>      | <b>21</b>        | <b>9.0</b>      | <b>21</b>        | <b>9.0</b>      |

# 40 Parks & Recreation-At a Glance

|                |   |              |              |              |
|----------------|---|--------------|--------------|--------------|
| Vision         | The parks and recreation programs of the City of Nashville and Davidson County will significantly enhance the quality of life in the community. Regardless of race, income or physical ability, citizens will have equal access to parks and recreation programs with a sense of personal safety. Citizens will enjoy an interconnected system of greenways, trails, natural areas, open spaces, and recreation facilities, distributed in response to need throughout the metropolitan region. The parks and greenways system will benefit the community by helping to stabilize and enhance neighborhoods and historic places, to protect sensitive natural resources, to link adjacent neighborhoods, and to promote community interaction. Facilities and programs will be responsive to the needs and interests of citizens, with a diversity of activities emphasizing physical well being as well as appreciation of the natural resources, cultural resources, and the arts. Professional staff working within a supportive work environment will ensure high quality, cost-effective recreational programming, and instruction. The public will recognize and appreciate the many benefits – recreation, education, economic, cultural, and environmental – derived from diverse, well-maintained facilities, recreation programs, and open spaces. A well-organized network of non-profits, joint venture partners, corporate sponsors, and volunteers will assist Metro Parks in accomplishing its mission. Financial needs to support capital improvements and operations will come from a variety of sources without relying solely upon public funds. |              |              |              |
| Mission        | To provide every citizen of Nashville and Davidson County with an equal opportunity for safe recreational and cultural activities within a network of parks and greenways that preserves and protects the region’s natural resources.   |              |              |              |
| Budget Summary |   | 2000-01      | 2001-02      | 2002-03      |
|                | Expenditures and Transfers:   |              |              |              |
|                | GSD General Fund  | \$24,918,457 | \$26,364,117 | \$27,364,050 |
|                | Special purpose funds   | 0            | 0            | 0            |
|                | Total Expenditures  | \$24,918,457 | \$26,364,117 | \$27,364,050 |
|                | Revenues and Transfers:   |              |              |              |
|                | Charges, Commissions, & Fees  | \$7,601,484  | \$7,213,850  | \$6,955,500  |
|                | Other Governments   | 8,400        | 0            | 0            |
|                | Other Program Revenue   | 15,000       | 0            | 0            |
|                | Total Program Revenue   | \$7,624,884  | \$7,213,850  | \$6,955,500  |
|                | Non-program Revenue   | 202,475      | 204,000      | 197,500      |
|                | Transfers   | 570,000      | 540,000      | 540,000      |
|                | Total Revenues  | \$8,397,359  | \$7,957,850  | \$7,693,000  |
| Positions      | Total Budgeted Positions  | 463          | 464          | 464          |
| Contacts       | Director of Parks & Recreation: Jim Fyke email: jim.fyke@nashville.gov<br>Financial Manager: Ray Helton email: ray.helton@nashville.gov<br><br>Centennial Park 37203 Phone: 862-8400 FAX: 862-8414  |              |              |              |

## Organizational Structure



# 40 Parks & Recreation-At a Glance

## Budget Highlights FY 2003

|   |                  |
|---|------------------|
| • Pay Plan/Benefit adjustments                  | \$665,700        |
| • 800 MHz Radio System                          | 938              |
| • Postal Service rates increase                 | 30,000           |
| • Fleet Management Consolidation net adjustment | 291,026          |
| • Information Systems billings                  | 38,408           |
| • Telecommunication net adjustment              | -26,100          |
| Total   | <u>\$999,972</u> |

## Overview

### ADMINISTRATION, RESEARCH & PLANNING

Administers the department's personnel, budget, and accounting needs; prepares reports and correspondence for the Park Board and Director's Office; operates central storeroom and receptionist functions; coordinates Park facility use and permits for special events; handles requests and permits for picnic reservations, model airplanes; handles news releases and public event advertisements; maintains department's computer network and installs and maintains personal computers; oversees the development and installation of a Point-of-Sale inventory and retail sale system for golf courses, concession operations, and other retail locations; plans and coordinates the annual 4<sup>th</sup> of July Celebration.

Provides and coordinates research, planning, construction, and future development of public lands within the park system. Maintains maps and records for all structures and real property under the department's jurisdiction; Provides specifications, develops plans and coordinates the development of new construction projects with architects and builders. Oversees and inspects the construction of new projects/major renovations and repairs; consults with and assists divisional managers in solving problems related to structures, infrastructure components, and land use. Administers the activities under the Capital Improvements Budget.

### CONSOLIDATED MAINTENANCE

**The Structures/Facilities Division** maintains and increases the usability of the Department's physical structures for the enjoyment of the citizens of Davidson County and their guests. It is staffed with skilled trades personnel such as carpenters, plumbers, painters, masonry workers, electricians, etc. These personnel are responsible for repairing and renovating existing facilities and utilities as well as constructing and installing new facilities and utilities.

This Division works with various Metro and outside agencies to coordinate needed repairs and construction projects. They evaluate the work performed by other agencies to ascertain that Metro Parks and Recreation receives the goods and services they ordered and expected.

Some of the facilities that this Division maintains include swimming pools, athletic field lighting, community centers, special use buildings (Parthenon, Sportsplex, Nature

Center, Indoor Tennis Center, etc.). The division also maintains electrical and water systems within the parks.

**The Grounds' Division** provides accessible, clean, and safe grounds, athletic fields, and playgrounds for the various park patrons.

This Division is sub-divided into maintenance areas to which parks, greenways, athletic fields, etc. are assigned. Each sub-division is responsible for inspecting, setting up, and maintaining all assigned areas. Included in this are all playgrounds, athletic fields, tennis courts, and open areas.

In addition to maintaining parks and public grounds this Division supports special events such as the 4<sup>th</sup> of July Celebration, crafts fairs, and the Steeplechase. In support of these activities they deliver and setup bleachers, fencing, and trash receptacles as well as clean up after the event.

**The Landscaping Division** enhances the public's enjoyment of the parks and downtown urban area by providing a diversified and aesthetically pleasing environment for their relaxation.

The Landscaping Division is divided into two sections. The Horticultural section is responsible for planting and maintaining all of the trees, shrubs and flowers within the parks, downtown urban area and Stadium grounds. The Tree Crew section is responsible for the inspection, trimming and removal of trees.

To facilitate the Horticultural Section's duties a 16,000 square foot greenhouse is operated for the growing of plants used in fall and spring plantings and for the maintenance of tropical plants used for special events.

### RECREATION

**The Sports/Athletics Division** provides quality public sports program on a year-round basis to Metro citizens who have an interest in participating in organized physical sport activities. Using a variety of Park athletic facilities, this division plans, schedules and coordinates organized sporting events including softball, basketball, volleyball, flag football, soccer, track-and-field, as well as youth soccer and T-ball. To facilitate this program, the division recruits, hires, trains, compensates, and oversees the work of various sports officials.

**The Cultural Division** provides high-quality cultural arts classes, concerts, performances, art gallery space, and historic sites for public use and enjoyment. Operates and staffs the Parthenon and Two Rivers Mansion; Produces and coordinates special events including in-the-park concerts; Provides educational and skill development classes in the areas of drama, visual arts, music and dance; Maintains an extensive arts program for inner-city children in Parks Community Centers; Coordinates the display of art by collaborating with various art agencies in the Nashville community; Sponsors a chapter of the American Recorder Society.

**The Community Centers and Special Programs** provide a year-round diversified program of recreational leisure time activities for the public. Operates Community Centers throughout Davidson County by planning,

# 40 Parks & Recreation-At a Glance

scheduling, and coordinating a wide variety of recreational activities; assesses the recreational needs of the community; provides upkeep and maintenance of Community Center buildings and administrative offices; operates Senior Citizen centers for the elderly; provides programs for disabled citizens, in cooperation with the Friends of Warner Parks, oversees the safe leisure use of Warner Parks including hiking trails, equestrian programs, special events, environmental education classes, seeks and procures grant funding to operate special programs designed to enhance the recreational and cultural opportunities for inner city citizens, especially youth.



## SPECIAL SERVICES

The Special Services Division provides public recreational services on a fee basis in the areas of golf, tennis, physical fitness, ice skating, and both indoor and outdoor swimming. Operates and maintains major recreational and sports facilities including the Sportsplex (two ice rinks, swimming pool, fitness center), Wavepool, Tennis Center, Community Swimming Pools, and Hamilton Creek Sailboat Marina; hosts and provides facilities and support for various competitive national and regional sporting events (swimming, ice skating, tennis, golf); operates and maintains seven golf courses, including one youth course; coordinates summer youth camp.

## BEAUTIFICATION AND ENVIRONMENT

The Beautification and Environment Division advises, recommends, coordinates and develops plans with Metro Government departments to create a clean and attractive living environment. Coordinates a variety of programs using various community resources, including other Metro departments and volunteers, to keep the Nashville Community clean. These programs include Adopt-a-Highway, Adopt-a-Street, Bag-a-Thon clean-up, community clean-up day, and neighborhood bulk item pick-up. Coordinates litter education in public and private schools in Davidson County. This division administers the vacant lot program in order to provide a safe and healthy living environment. Employees in this office serve as staff and coordinate the activities of the Metro Beautification and Environment Commission, The Metro Tree Advisory Committee and the Vegetation Control Board.

## GREENWAYS

The Greenways Division coordinates countywide greenways program and the work of the Greenways Commission, Citizen Advisory Committee, and a non-profit friends group, *Greenways for Nashville*. The Division plans, develops, and manages greenway projects. Greenways are special areas featuring trails located along water corridors or other natural or man-made features dedicated to passive recreation and open space conservation. Seventeen greenway projects are now in progress. Major projects include Shelby Bottoms; Downtown; Bellevue; Mill Creek; Richland Creek; Beaman Park; and Stones River; and Whites Creek. About \$17 million in local, state, federal and private funding has been garnered through this initiative so far.

Development of greenways includes acquiring land and easements; identifying and obtaining funding; overseeing design and construction plans of consultants; coordinating environmental review clearances; and monitoring construction. A greenway project requires involvement and communication with property owners, neighborhood groups, developers, interested citizens and volunteers, elected officials, and other Metro Departments. In support of projects, much emphasis is placed on public awareness and education through special events, publications, and meetings.

## PARK RANGERS AND SAFETY

The Park Rangers and Safety Division provides a safe environment for patrons in all of Metro Parks. It oversees Departmental programs including Safety (OSHA) Program, Americans with Disabilities Act, Hazardous Chemical Program (Employee's Right to Know); Blood Pathogen Disease Program and Parks Employees Substance Abuse and Testing Program. Through the Park Rangers, protects the park grounds and structures, enforces the policies as established by the Park Board; enforces local, state, and federal laws on Parks property; operates a mounted patrol unit.

# 40 Parks & Recreation-Performance

| Objectives   | Performance Measures                           | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|--|-------------------|--------------------|-------------------|-------------------|
| <b>ADMINISTRATION, RESEARCH &amp; PLANNING</b>   |  |                   |                    |                   |                   |
| 1. Provide organization support for other divisions and the Park Board.                                | a. Quarterly financial reports                 | 4                 | 4                  | 4                 | 4                 |
|  | b. Weekly expenditure reports                  | 52                | 48                 | 52                | 52                |
| 2. Operate an Accounting Section to coordinate the department's needs with the Department of Finance.  | a. Petty Cash Tickets processed                | 950               | 533                | 850               | 700               |
|  | b. Purchase orders issued by Purchasing        | na                | 93                 | na                | 100               |
|  | c. Purchase orders issued by Parks             | na                | 30                 | na                | 20                |
|  | d. Vouchers entered to FASTnet                 | na                | 10,317             | na                | 10,500            |
|  | e. Purchasing card transactions processed      | 7,500             | 9,193              | 11,000            | 11,500            |
|  | f. Purchasing card amount of expenditures      | na                | \$1,865,660        | \$1,900,000       | \$2,000,000       |
| 3. Operate storeroom, picnic reservation, and model airplane permit system.                            | a. Unique items stocked                        | 725               | 688                | 750               | 750               |
|  | b. Picnic reservations issued                  | 3,250             | 3,366              | 3,300             | 3,350             |
|  | c. Annual model airplane flying permits issued | 200               | 205                | 200               | 210               |
| 4. Operate personnel and payroll to coordinate human resource needs.                                   | a. Profiles processed                          | 1,500             | 1,300              | 1,400             | 1,400             |
|  | b. Payrolls processed                          | 77                | 77                 | 77                | 24                |
| 5. Install and maintain Park Department computers and networks.  | Support for networks and personal computers    | 5 (105)           | 5(105)             | 7 (130)           | 7 (140)           |
| 6. To permit, coordinate, and provide support for special events either sponsored by or held in parks. | a. Special events by outside groups            | na                | 204                | 212               | 232               |
|  | b. Park sponsored or co-sponsored              | na                | 67                 | 67                | 74                |

\* Delegated Purchasing has been revamped so that Purchasing Cards and Direct Payments are more common.

## CONSOLIDATED MAINTENANCE

### Structures/Facilities

|  |  |     |     |     |     |
|--|--|-----|-----|-----|-----|
| 1. Maintain structure (plumbing, electrical, carpentry, etc.) for use by general public.                                       | a. Special use facilities such as the Parthenon, SportsPlex, Wave Pool, etc. | 36  | 36  | 36  | 36  |
|  | b. Community Centers, Golf Club Houses, and Swimming Pools                   | 102 | 103 | 102 | 103 |
| 2. Maintain athletic fields and related structures (plumbing, electrical, carpentry, fencing, etc.) for use by general public. | a. Ball Diamonds and Athletic Fields   | 110 | 111 | 110 | 117 |
|  | b. Tennis Courts   | 181 | 175 | 177 | 175 |
|  | c. Playgrounds   | 90  | 88  | 90  | 90  |

### Grounds

|   |                            |            |            |            |             |
|---|----------------------------|------------|------------|------------|-------------|
| 1. Pick up, Mow, trim, and otherwise maintain assigned grounds in an aesthetically pleasing manner. | a. Parks, each (acres)     | 90 (9,387) | 93 (9,387) | 93 (9,347) | 99 (10,200) |
|   | b. Non-park property/sites | *151       | 7          | *7         | 7           |
|   | c. Cemeteries (acres)      | 2 (33.9)   | 2 (33.9)   | 2 (33.9)   | 2 (33.9)    |



# 40 Parks & Recreation-Performance

| Objectives  | Performance Measures   | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|---|--|-------------------|--------------------|-------------------|-------------------|
| 2. Maintain athletic fields in a professional, and safe manner. | a. Ball Diamonds & Athletic Fields                           | 114               | 111                | 110               | 117               |
|   | b. Tennis Courts   | 181               | 181                | 177               | 177               |
|   | c. Outdoor restrooms   | 32                | 32                 | 31                | 32                |
| 3. Prepare grounds for and clean up after special events.       | Total number of man hours expended supporting special events | 2,000             | 4,358              | 4,000             | 4,000             |

\* Transferred to other departments 7/1/2000

## Landscaping

|   |   |                    |                     |                     |                     |
|---|---|--------------------|---------------------|---------------------|---------------------|
| 1. Plant, prune and maintain trees, shrubs and flowers throughout the Parks and Recreation system.                                | a. Flower beds planted (2 times per year) and maintained            | 79                 | 77                  | 80                  | 80                  |
|   | b. Annuals and bulbs planted  | 150,000            | 149,000             | 150,000             | 150,000             |
|   | c. Trees and shrubs planted   | 750                | 825                 | 300                 | 400                 |
|   | d. Trees pruned or removed  | 750                | 725                 | 750                 | 600                 |
| 2. Plant, prune and maintain trees, shrubs and flowers on public property not assigned to the Department of Parks and Recreation. | a. Flower beds and planters planted and maintained in downtown area | 279                | 282                 | 280                 | 285                 |
|   | b. Trees maintained in downtown area                                | 1,600              | 1,550               | 1,700               | 1,700               |
|   | c. Stadium Flower Beds  | 5 (14,000 sq. ft.) | 5 (14,000) sq. ft.) | 5 (14,000) sq. ft.) | 5 (14,000) sq. ft.) |
|   | d. Stadium Trees and Shrubs   | 1,500              | 1,500               | 1,800               | 1,500               |

## RECREATION

### Sports/Athletics

|   |                                      |        |        |        |        |
|---|--------------------------------------|--------|--------|--------|--------|
| 1. Provide opportunities for participation in organized sports. | a. Softball players                  | 13,000 | 11,200 | 14,000 | 13,000 |
|   | b. Basketball and volleyball players | 2,300  | 1,896  | 2,200  | 2,300  |
|   | c. Ball diamond reservations         | 4,500  | 7,298  | 7,400  | 7,500  |

### Cultural

|  |   |             |             |             |             |
|--|---|-------------|-------------|-------------|-------------|
| 1. Provide classes in a wide variety of the arts.                                  | a. Music, classes (students)                              | 91 (540)    | 96 (511)    | 95 (560)    | 98 (520)    |
|  | b. Visual arts, classes (students)                        | 185 (2,565) | 192 (2,275) | 183 (2,700) | 192 (2,505) |
|  | c. Dance, classes (students)                              | 200 (1,900) | 147 (1,671) | 200 (1,900) | 150 (1,800) |
|  | d. Theater, classes (students)                            | 50 (450)    | 49 (217)    | 25 (175)    | 49 (225)    |
| 2. Provide active and passive cultural opportunities to the citizens of Nashville. | a. Looby Theater events                                   | 275         | 279         | 300         | 220         |
|  | b. Summer performing arts series                          | 65          | 135         | 56          | 93          |
| 3. Operate specialized cultural buildings.   | a. Parthenon, hours operated, including special functions | 2,204       | 2,022       | 2,130       | 2,050       |
|  | b. Attendance   | 110,000     | 99,821      | 110,000     | 115,500     |
|  | c. Revenue collected (admissions and souvenir sales)      | \$400,000   | \$402,180   | \$450,000   | \$450,000   |
|  | d. Two Rivers Mansion, hours operated, (reservations)     | 4,200 (252) | 3,906 (194) | 4,200 (250) | 4,120 (230) |

### Community Centers

|   |   |    |    |    |    |
|---|---|----|----|----|----|
| 1. Provide supervised recreational opportunities for all age groups including | a. Community Centers staffed and operated | 26 | 26 | 25 | 25 |
|   | b. Senior Citizen Program                 |    |    |    |    |

# 40 Parks & Recreation-Performance

| Objectives   | Performance Measures  | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|---|-------------------|--------------------|-------------------|-------------------|
| physically impaired.   | (attendance)  | 14,700            | 20,277             | 20,500            | 20,800            |
|  | c. Special population program, attendance for combined programs | 12,500            | 19,807             | 21,000            | 18,000            |
| 2. Provide programming for a large urban park (Warner Parks) | a. Nature center, programs (attendance)                         | 400 (8,000)       | 372 (9,907)        | 425 (10,000)      | 400 (10,000)      |
|  | b. Nature center, school programs (attendance)                  | 250 (7,000)       | 287 (9,064)        | 200 (6,500)       | 275 (8,500)       |
|  | c. Outdoor recreation events (attendance)                       | 150 (60,000)      | 156 (40,500)       | 130 (50,000)      | 150 (45,000)      |

## SPECIAL SERVICES

### Revenue Producing Facilities

|  |   |           |           |           |           |
|--|---|-----------|-----------|-----------|-----------|
| 1. Provide user funded golf opportunities throughout the county.   | a. Total number of holes  | 117       | 126       | 117       | 126       |
|  | b. Attendance (9 hole rounds)                                   | 500,000   | 451,000   | 510,000   | 475,000   |
|  | c. Annual greens fees cards sold, regular (senior citizens)     | 690 (740) | 652 (628) | 710 (750) | 684 (660) |
| 2. Operate the public SportsPlex including Metro Employees' Wellness Center and public swimming pools.             | a. SportsPlex attendance – Ice Arena, Aquatic and Fitness       | 450,000   | 399,000   | 450,000   | 420,000   |
|  | b. Tennis Center, attendance                                    | 17,000    | 17,300    | 18,000    | 18,000    |
|  | c. Number of Metro employee single and family, memberships sold | 1,500     | 1,250     | 1,500     | 1,250     |
|  | d. Swimming classes – students                                  | 6,500     | 6,000     | 7,200     | 6,500     |
|  | e. Public pools - admission                                     | 160,000   | 167,00    | 163,000   | 165,000   |
| 3. Operate a specialized seasonal swimming complex (Wave Country) and Sail Boat Marina with user supported monies. | a. Wave Pool hours operated                                     | 990       | 990       | 900       | 990       |
|  | b. Wave Pool attendance   | 85,000    | 67,000    | 85,000    | 65,000    |
|  | c. Sail boat marina slips                                       | 205       | 205       | 205       | 205       |

## BEAUTIFICATION AND ENVIRONMENT

|   |  |         |           |           |           |
|---|--|---------|-----------|-----------|-----------|
| 1. Coordinate a Keep Nashville Clean campaign.                    | a. Neighborhood trash – pounds of trash collected          | na      | 2,559,250 | 3,000,000 | 3,000,000 |
|   | b. Presentations made to school groups, garden clubs, etc. | 400     | 316       | 400       | 400       |
|   | c. Enlistment and coordination of volunteer hours          | 150,000 | 153,643   | 130,000   | 130,000   |
| 2. Coordinate the Vacant Lot Program.                             | a. Number of calls/complaints received                     | 3,300   | 2,226     | 3,000     | 3,000     |
|   | b. Number of sites cleaned up by property owners           | 2,500   | 1,579     | 2,000     | 2,000     |
|   | c. Number of sites cleaned up by Metro                     | 250     | 258       | 200       | 200       |
| 3. Coordinate the Litter Education and Tree Preservation Program. | a. Number of students involved                             | 50,000  | 26,774    | 30,000    | 30,000    |
|   | b. Seedlings distributed to citizens for planting          | 10,000  | 10,000    | 10,000    | 10,000    |
|   | c. Trees acquired and planted through Tree Bank Fund       | 100     | 100       | 100       | 100       |



# 40 Parks & Recreation-Performance

| Objectives  | Performance Measures   | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|---|--|-------------------|--------------------|-------------------|-------------------|
| <b>GREENWAYS</b>  |  |                   |                    |                   |                   |
| 1. Coordinate preparation of greenway planning efforts and documents.   | a. Meetings and work sessions with Metro Officials, landscape architects, public groups, citizens, and others related to greenway plans, design, and development | 20                | 25                 | 20                | 26                |
|   | b. Preparation of information materials on Greenways plans   | 5                 | 5                  | 5                 | 5                 |
|   | c. Miles of Greenway Trail built   | 3                 | 3                  | 3                 | 4                 |
|   | d. Acres of open space added to Park system  | 5                 | 7                  | 10                | 10                |
| 2. Promote greenway concept and educate public about greenways through special events, publications, and public speaking. | a. Presentations made to groups  | 5                 | 8                  | 7                 | 7                 |
|   | b. Publication of greenways materials  | 2                 | 2                  | 2                 | 2                 |
|   | c. Educational events conducted  | 2                 | 2                  | 2                 | 2                 |
|   | d. Number of new articles and other media coverage   | 12                | 10                 | 10                | 8                 |
| 3. Seek grants and other sources of funding for greenways.  | a. Applications made for state and federal funds   | 1                 | 1                  | 2                 | 1                 |
|   | b. Applications made for private grants  | 2                 | 2                  | 2                 | 2                 |
|   | c. Meetings/consultations on coordination of non-profit greenways support group  | 6                 | 8                  | 8                 | 8                 |
|   | d. Meetings/consultations on coordination of fund raising special event  | 10                | 10                 | 8                 | 7                 |
| <b>PARK RANGERS AND SAFETY</b>  |  |                   |                    |                   |                   |
| 1. Provide safety and security for the patrons and employees in the facilities of the department.                         | a. Total number of Parks patrolled   | 92                | 93                 | 93                | 99                |
|   | b. Hours patrolled per day, seven (7) days per week  | 18                | 18                 | 18                | 18                |
|   | c. Citations and complaints  | 9,000             | 12,756             | 14,000            | 13,000            |
| 2. Conduct safety inspections of Park facilities.   | a. Safety inspections conducted  | 40                | 35                 | 40                | 35                |
|   | b. Employees trained in safety   | 150               | 100                | 150               | 100               |
| 3. Monitor and insure compliance with the Americans with Disabilities Act (ADA)   | Inspections conducted and complaints handled   | 50                | 44                 | 65                | 50                |

# 40 Parks & Recreation-Financial

## Parks GSD General Fund

| EXPENSE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>OPERATING EXPENSE:</b>                        |                   |                    |                   |                   |
| <b>PERSONAL SERVICES:</b>                        |                   |                    |                   |                   |
| Salary Expense                                   | 15,184,953        | 14,766,769         | 16,073,001        | 16,655,601        |
| Fringe Benefits                                  | 3,967,243         | 3,813,462          | 4,072,392         | 4,155,453         |
| Per Diem & Other Fees                            | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL PERSONAL SERVICES</b>                   | <b>19,152,196</b> | <b>18,580,231</b>  | <b>20,145,393</b> | <b>20,811,054</b> |
| <b>OTHER SERVICES:</b>                           |                   |                    |                   |                   |
| Utilities  | 2,232,244         | 2,571,865          | 2,321,304         | 2,321,304         |
| Professional Services                            | 63,900            | 67,393             | 54,900            | 54,900            |
| Purchased Services                               | 421,427           | 404,657            | 384,070           | 384,070           |
| Travel   | 23,164            | 19,172             | 24,539            | 24,539            |
| Communications                                   | 44,660            | 56,983             | 75,460            | 75,460            |
| Printing   | 28,171            | 33,931             | 30,671            | 30,671            |
| Advertising & Promotion                          | 94,300            | 90,741             | 104,800           | 104,800           |
| Subscriptions                                    | 2,100             | 2,907              | 2,900             | 2,900             |
| Tuition, Reg., & Membership Dues                 | 24,010            | 23,995             | 27,360            | 27,360            |
| Repairs & Maintenance Services                   | 408,777           | 359,027            | 366,975           | 366,975           |
| Internal Service Fees                            | 379,526           | 443,122            | 609,344           | 943,616           |
| <b>TOTAL OTHER SERVICES</b>                      | <b>3,722,279</b>  | <b>4,073,793</b>   | <b>4,002,323</b>  | <b>4,336,595</b>  |
| <b>OTHER EXPENSE:</b>                            |                   |                    |                   |                   |
| Supplies and Materials                           | 1,852,294         | 1,808,019          | 2,034,981         | 2,034,981         |
| Misc. Other Expenses & Payments                  | 0                 | 0                  | 0                 | 0                 |
| Fixed Charges                                    | 121,266           | 131,325            | 122,900           | 122,900           |
| Licenses, Permits, & Fees                        | 19,245            | 28,259             | 29,245            | 29,245            |
| Taxes  | 0                 | 0                  | 0                 | 0                 |
| Grant Contributions & Awards                     | 11,977            | 3,463              | 12,275            | 12,275            |
| <b>TOTAL OTHER EXPENSE</b>                       | <b>2,004,782</b>  | <b>1,971,066</b>   | <b>2,199,401</b>  | <b>2,199,401</b>  |
| <b>PENSION, ANNUITY, DEBT, &amp; OTHER COSTS</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>EQUIPMENT, BUILDINGS, &amp; LAND</b>          | <b>22,200</b>     | <b>23,190</b>      | <b>17,000</b>     | <b>17,000</b>     |
| <b>SPECIAL PROJECTS</b>                          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL OPERATING EXPENSE</b>                   | <b>24,901,457</b> | <b>24,648,280</b>  | <b>26,364,117</b> | <b>27,364,050</b> |
| <b>TRANSFERS TO OTHER FUNDS &amp; UNITS:</b>     | <b>17,000</b>     | <b>200,000</b>     | <b>0</b>          | <b>0</b>          |
| <b>TOTAL EXPENSE AND TRANSFERS</b>               | <b>24,918,457</b> | <b>24,848,280</b>  | <b>26,364,117</b> | <b>27,364,050</b> |

# 40 Parks & Recreation-Financial

## Parks GSD General Fund

| REVENUE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>PROGRAM REVENUE:</b>                          |                   |                    |                   |                   |
| <b>Charges, Commissions, &amp; Fees</b>          |                   |                    |                   |                   |
| Charges For Current Services                     | 7,601,484         | 7,228,272          | 7,213,850         | 6,955,500         |
| Commissions and Fees                             | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Charges, Commissions, &amp; Fees</b> | <b>7,601,484</b>  | <b>7,228,272</b>   | <b>7,213,850</b>  | <b>6,955,500</b>  |
| <b>Other Governments &amp; Agencies</b>          |                   |                    |                   |                   |
| Federal Direct                                   | 0                 | 0                  | 0                 | 0                 |
| Federal Through State                            | 0                 | 0                  | 0                 | 0                 |
| Federal Through Other Pass-Through               | 0                 | 0                  | 0                 | 0                 |
| State Direct                                     | 8,400             | 8,400              | 0                 | 0                 |
| Other Government Agencies                        | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Governments &amp; Agencies</b> | <b>8,400</b>      | <b>8,400</b>       | <b>0</b>          | <b>0</b>          |
| <b>Other Program Revenue</b>                     |                   |                    |                   |                   |
| Contributions and Gifts                          | 15,000            | 15,000             | 0                 | 0                 |
| Miscellaneous Revenue                            | 0                 | 0                  | 0                 | 0                 |
| Use of Money or Property                         | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Program Revenue</b>            | <b>15,000</b>     | <b>15,000</b>      | <b>0</b>          | <b>0</b>          |
| <b>TOTAL PROGRAM REVENUE</b>                     | <b>7,624,884</b>  | <b>7,251,672</b>   | <b>7,213,850</b>  | <b>6,955,500</b>  |
| <b>NON-PROGRAM REVENUE:</b>                      |                   |                    |                   |                   |
| Property Taxes                                   | 0                 | 0                  | 0                 | 0                 |
| Local Option Sales Tax                           | 0                 | 0                  | 0                 | 0                 |
| Other Taxes, Licenses, & Permits                 | 5,000             | 4,140              | 4,000             | 4,000             |
| Fines, Forfeits, & Penalties                     | 0                 | 0                  | 0                 | 0                 |
| Compensation From Property                       | 197,475           | 184,400            | 200,000           | 193,500           |
| <b>TOTAL NON-PROGRAM REVENUE</b>                 | <b>202,475</b>    | <b>188,540</b>     | <b>204,000</b>    | <b>197,500</b>    |
| <b>TRANSFERS FROM OTHER FUNDS AND UNITS:</b>     | <b>570,000</b>    | <b>540,792</b>     | <b>540,000</b>    | <b>540,000</b>    |
| <b>TOTAL REVENUE AND TRANSFERS</b>               | <b>8,397,359</b>  | <b>7,981,004</b>   | <b>7,957,850</b>  | <b>7,693,000</b>  |

# 40 Parks & Recreation-Financial

**Reminder:** Some classifications were deleted and new classifications (class number 10000 and above) were added to implement the 2002 Reclassification Study & Pay Plan. Many of the class changes from FY 2001 to FY 2002 were due to implementing that Study.

|  | Class | Grade | FY 2001   |          | FY 2002   |          | FY 2003   |          |
|--|-------|-------|-----------|----------|-----------|----------|-----------|----------|
|  |       |       | Bud. Pos. | Bud. FTE | Bud. Pos. | Bud. FTE | Bud. Pos. | Bud. FTE |
| 40 Parks and Recreation - GSD Fund 10101 |       |       |           |          |           |          |           |          |
| Account Clerk 3                          | 3730  | GS05  | 4         | 4.0      | 3         | 3.0      | 0         | 0.0      |
| Accountant 3                             | 7238  | GS09  | 1         | 1.0      | 1         | 1.0      | 0         | 0.0      |
| Admin Asst                               | 7241  | SR09  | 4         | 4.0      | 4         | 4.0      | 3         | 3.0      |
| Admin Services Officer 3                 | 7244  | SR10  | 1         | 1.0      | 1         | 1.0      | 2         | 2.0      |
| Application Tech 1                       | 10100 | SR07  | 0         | 0.0      | 0         | 0.0      | 2         | 2.0      |
| Aquatics Coordinator                     | 6801  | SR09  | 4         | 4.0      | 4         | 4.0      | 3         | 3.0      |
| Automotive Mec-Certified                 | 6081  | TS11  | 2         | 2.0      | 2         | 2.0      | 2         | 2.0      |
| Automotive Mech Leader                   | 0690  | TL11  | 1         | 1.0      | 1         | 1.0      | 1         | 1.0      |
| Automotive Mechanic                      | 0680  | TG10  | 3         | 3.0      | 3         | 3.0      | 3         | 3.0      |
| Beautification & Envir Admin             | 1550  | SR13  | 1         | 1.0      | 1         | 1.0      | 1         | 1.0      |
| Bldg & Grnds Electrician                 | 1770  | TG12  | 3         | 3.0      | 3         | 3.0      | 3         | 3.0      |
| Bldg Maint Lead Mechanic                 | 2230  | TL10  | 2         | 2.0      | 2         | 2.0      | 2         | 2.0      |
| Carpenter                                | 0960  | TG10  | 4         | 4.0      | 4         | 4.0      | 4         | 4.0      |
| Concessions Clerk 1                      | 6084  | SR04  | 10        | 9.1      | 10        | 9.1      | 10        | 9.1      |
| Concessions Clerk 2                      | 6085  | SR05  | 8         | 8.0      | 8         | 8.0      | 8         | 8.0      |
| Concessions Supervisor                   | 6816  | SR08  | 3         | 3.0      | 3         | 3.0      | 2         | 2.0      |
| Cust Serv Asst Supv                      | 5450  | TS02  | 1         | 1.0      | 1         | 1.0      | 1         | 1.0      |
| Cust Serv Supv                           | 5460  | TS03  | 2         | 2.0      | 2         | 2.0      | 1         | 1.0      |
| Custodian 1                              | 7280  | TG03  | 25        | 25.0     | 25        | 25.0     | 25        | 25.0     |
| Custodian 2                              | 2630  | TG05  | 3         | 3.0      | 3         | 3.0      | 3         | 3.0      |
| Customer Service Rep 3                   | 7284  | GS05  | 1         | 1.0      | 1         | 1.0      | 0         | 0.0      |
| Engineering Technician 3                 | 7300  | SR10  | 1         | 1.0      | 1         | 1.0      | 1         | 1.0      |
| Equip And Supply Clerk 1                 | 5010  | GS03  | 1         | 1.0      | 1         | 1.0      | 0         | 0.0      |
| Equip And Supply Clerk 2                 | 3440  | SR06  | 1         | 1.0      | 1         | 1.0      | 1         | 1.0      |
| Equipment Operator 3                     | 7303  | TG08  | 1         | 1.0      | 1         | 1.0      | 1         | 1.0      |
| Equipment Servicer                       | 7304  | TG05  | 1         | 1.0      | 1         | 1.0      | 1         | 1.0      |
| Facilities Manager                       | 6830  | SR12  | 3         | 3.0      | 3         | 3.0      | 3         | 3.0      |
| Facility Coordinator                     | 7040  | SR11  | 3         | 3.0      | 3         | 3.0      | 3         | 3.0      |
| Finance Officer 2                        | 10151 | SR10  | 0         | 0.0      | 0         | 0.0      | 2         | 2.0      |
| Golf Course Asst. Manager                | 0451  | SR09  | 5         | 5.0      | 5         | 5.0      | 5         | 5.0      |
| Golf Course Manager                      | 2280  | SR11  | 6         | 6.0      | 6         | 6.0      | 6         | 6.0      |
| Greenskeeper 1                           | 2300  | TS05  | 1         | 1.0      | 1         | 1.0      | 1         | 1.0      |
| Greenskeeper 2                           | 6077  | TS07  | 5         | 5.0      | 5         | 5.0      | 5         | 5.0      |
| Info Systems Analyst 1                   | 7779  | SR10  | 1         | 1.0      | 1         | 1.0      | 1         | 1.0      |
| Maint & Repair District Supvr            | 7324  | TS11  | 6         | 6.0      | 6         | 6.0      | 6         | 6.0      |
| Maint & Repair Leader 1                  | 7325  | TL07  | 18        | 18.0     | 18        | 18.0     | 17        | 17.0     |
| Maint & Repair Leader 2                  | 7326  | TL09  | 1         | 1.0      | 1         | 1.0      | 2         | 2.0      |
| Maint & Repair Supv                      | 7327  | TS08  | 8         | 8.0      | 8         | 8.0      | 7         | 7.0      |
| Maint & Repair Worker 1                  | 2799  | TG03  | 39        | 33.6     | 39        | 33.6     | 46        | 41.2     |
| Maint & Repair Worker 2                  | 7328  | TG04  | 30        | 29.5     | 30        | 29.5     | 26        | 25.5     |
| Maint & Repair Worker 3                  | 7329  | TG06  | 38        | 37.6     | 38        | 37.6     | 36        | 35.6     |
| Masonry Worker                           | 3020  | TG09  | 1         | 1.0      | 1         | 1.0      | 1         | 1.0      |
| Museum Asst Manager                      | 6804  | GS08  | 0         | 0.0      | 0         | 0.0      | 1         | 0.5      |
| Museum Coordinator                       | 3190  | SR10  | 1         | 1.0      | 1         | 1.0      | 1         | 1.0      |
| Museum Gift Shop Manager                 | 7745  | SR07  | 1         | 1.0      | 1         | 1.0      | 1         | 1.0      |
| Museum Manager                           | 6848  | SR11  | 1         | 1.0      | 1         | 1.0      | 1         | 1.0      |
| Museum Specialist 2                      | 3200  | SR07  | 4         | 4.0      | 4         | 4.0      | 4         | 4.0      |
| Naturalist 1                             | 7334  | SR05  | 1         | 0.2      | 1         | 0.2      | 1         | 0.2      |
| Naturalist 2                             | 7335  | SR07  | 2         | 1.5      | 2         | 1.5      | 2         | 1.5      |
| Naturalist 3                             | 7336  | SR08  | 5         | 5.0      | 5         | 5.0      | 5         | 5.0      |
| Nature Center Manager                    | 7337  | SR11  | 1         | 1.0      | 1         | 1.0      | 1         | 1.0      |
| Office Assistant 1                       | 7747  | GS03  | 3         | 3.0      | 3         | 3.0      | 0         | 0.0      |
| Office Assistant 2                       | 7748  | GS04  | 6         | 6.0      | 6         | 6.0      | 0         | 0.0      |
| Office Assistant 3                       | 7749  | GS05  | 6         | 6.0      | 6         | 6.0      | 0         | 0.0      |
| Office Manager 1                         | 5956  | GS06  | 2         | 2.0      | 2         | 2.0      | 2         | 2.0      |

# 40 Parks & Recreation-Financial

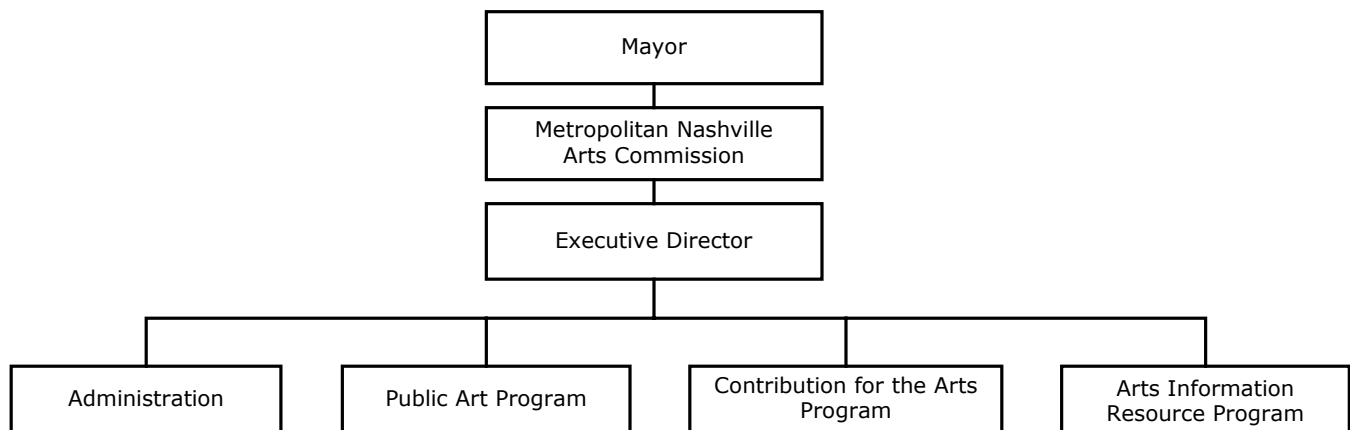
|  | Class | Grade | FY 2001   |          | FY 2002   |          | FY 2003   |          |
|--|-------|-------|-----------|----------|-----------|----------|-----------|----------|
|  |       |       | Bud. Pos. | Bud. FTE | Bud. Pos. | Bud. FTE | Bud. Pos. | Bud. FTE |
| 40 Parks and Recreation - GSD Fund 10101 |       |       |           |          |           |          |           |          |
| Office Manager 2                         | 7339  | GS07  | 1         | 1.0      | 1         | 1.0      | 0         | 0.0      |
| Office Support Rep 1                     | 10120 | SR04  | 0         | 0.0      | 0         | 0.0      | 1         | 1.0      |
| Office Support Rep 2                     | 10121 | SR05  | 0         | 0.0      | 0         | 0.0      | 7         | 7.0      |
| Office Support Rep 3                     | 10122 | SR06  | 0         | 0.0      | 0         | 0.0      | 9         | 9.0      |
| Office Support Spec 1                    | 10123 | SR07  | 0         | 0.0      | 0         | 0.0      | 2         | 2.0      |
| Office Support Spec 2                    | 10124 | SR08  | 0         | 0.0      | 0         | 0.0      | 2         | 2.0      |
| Painter                                  | 7341  | TG08  | 1         | 1.0      | 1         | 1.0      | 1         | 1.0      |
| Painter 2                                | 7342  | TL08  | 1         | 1.0      | 1         | 1.0      | 1         | 1.0      |
| Park Ranger 1                            | 6525  | SR07  | 14        | 14.0     | 16        | 16.0     | 8         | 8.0      |
| Park Ranger Lieutenant                   | 6853  | SR10  | 1         | 1.0      | 1         | 1.0      | 1         | 1.0      |
| Park Ranger Sergeant                     | 6526  | SR09  | 2         | 2.0      | 2         | 2.0      | 3         | 3.0      |
| Parks & Recreation Asst. Dir             | 6553  | SR15  | 4         | 4.0      | 4         | 4.0      | 4         | 4.0      |
| Parks & Recreation Supt                  | 6247  | SR13  | 12        | 12.0     | 12        | 12.0     | 12        | 12.0     |
| Parks And Recreation Dir                 | 1610  | DP02  | 1         | 1.0      | 1         | 1.0      | 1         | 1.0      |
| Plumber                                  | 3610  | TG11  | 2         | 2.0      | 2         | 2.0      | 2         | 2.0      |
| Public Info Rep                          | 7384  | SR10  | 1         | 1.0      | 1         | 1.0      | 2         | 2.0      |
| Recreation Center Mgr                    | 1320  | SR09  | 21        | 21.0     | 22        | 22.0     | 22        | 22.0     |
| Recreation Dist Mgr                      | 1690  | SR11  | 3         | 3.0      | 3         | 3.0      | 3         | 3.0      |
| Recreation Leader                        | 6880  | SR07  | 60        | 48.6     | 60        | 48.6     | 74        | 60.9     |
| Recreation Leader - Specialist           | 6072  | GS05  | 13        | 11.8     | 13        | 11.8     | 0         | 0.0      |
| Safety Coordinator                       | 6133  | SR12  | 1         | 1.0      | 1         | 1.0      | 1         | 1.0      |
| Secretary 3                              | 7398  | GS07  | 1         | 1.0      | 1         | 1.0      | 0         | 0.0      |
| Special Programs Coord                   | 5923  | SR10  | 10        | 8.2      | 10        | 8.2      | 12        | 10.9     |
| Special Skills Instructor                | 0220  | SR08  | 21        | 19.7     | 21        | 19.7     | 21        | 19.7     |
| Specialized Skills Supv                  | 6892  | SR10  | 4         | 4.0      | 4         | 4.0      | 5         | 4.5      |
| Sports Supervisor                        | 4980  | SR10  | 2         | 2.0      | 2         | 2.0      | 2         | 2.0      |
| Stores Supervisor                        | 6539  | SR08  | 1         | 1.0      | 1         | 1.0      | 1         | 1.0      |
| Welder                                   | 5830  | TG09  | 1         | 1.0      | 1         | 1.0      | 1         | 1.0      |
| Total Pay-Plan Positions & FTE           |       |       | 463       | 438.7    | 464       | 439.7    | 464       | 439.7    |
| Total Seasonal/Pool Positions            |       |       |           |          |           |          | 710       |          |
| Parks Positions Grand Total:             |       |       |           |          |           |          | 1,174     |          |

This schedule does not reflect the anticipated transfer of positions and personnel from Public Works, Parks, Fire, Water Services, and Motor Pool to the Fleet Management Fund.

## 41 Metro Arts Commission-At a Glance

|                                    |   |                           |                           |                |                |                                    |  |  |  |                  |             |             |             |                       |          |          |          |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |          |          |          |                              |            |            |            |                     |   |   |   |           |          |          |          |                       |                   |                   |                   |  |  |
|------------------------------------|---|---------------------------|---------------------------|----------------|----------------|------------------------------------|--|--|--|------------------|-------------|-------------|-------------|-----------------------|----------|----------|----------|---------------------------|---------------------------|---------------------------|---------------------------|--------------------------------|--|--|--|------------------------------|-----|-----|-----|-------------------|---|---|---|-----------------------|----------|----------|----------|------------------------------|------------|------------|------------|---------------------|---|---|---|-----------|----------|----------|----------|-----------------------|-------------------|-------------------|-------------------|--|--|
| <b>Vision</b>                      | The Metropolitan Nashville Arts Commission was established in 1978 to: (1) promote the study, participation in and appreciation of the visual, performing, and literary arts; (2) support and participate in the presentation of displays, exhibits, recitals, concerts, lectures, and symposia; (3) cooperate with and assist public and private educational institutions, the media, and other private and governmental entities involved in artistic and cultural promotion; and (4) provide information and recommendations to the Metro Council and Mayor with respect to architectural design and aesthetics of public places and property.   |                           |                           |                |                |                                    |  |  |  |                  |             |             |             |                       |          |          |          |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |          |          |          |                              |            |            |            |                     |   |   |   |           |          |          |          |                       |                   |                   |                   |  |  |
| <b>Mission</b>                     | The Metropolitan Nashville Arts Commission exists to provide leadership that stimulates and advances the arts to enrich the human experience for the community. In order to create a vibrant, vigorous, healthy community where all the arts flourish and grow, the Arts Commission’s goals are to: promote organizational stability and growth, foster excellence, generate awareness, increase accessibility, respond to diverse community needs, and facilitate cooperation and partnerships.  |                           |                           |                |                |                                    |  |  |  |                  |             |             |             |                       |          |          |          |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |          |          |          |                              |            |            |            |                     |   |   |   |           |          |          |          |                       |                   |                   |                   |  |  |
| <b>Budget Summary</b>              | <table><tr><td></td><td><u>2000-01</u></td><td><u>2001-02</u></td><td><u>2002-03</u></td></tr><tr><td><b>Expenditures and Transfers:</b></td><td></td><td></td><td></td></tr><tr><td>GSD General Fund</td><td>\$1,681,277</td><td>\$2,244,149</td><td>\$2,522,562</td></tr><tr><td>Special purpose funds</td><td><u>0</u></td><td><u>0</u></td><td><u>0</u></td></tr><tr><td><b>Total Expenditures</b></td><td><u><b>\$1,681,277</b></u></td><td><u><b>\$2,244,149</b></u></td><td><u><b>\$2,522,562</b></u></td></tr><tr><td><b>Revenues and Transfers:</b></td><td></td><td></td><td></td></tr><tr><td>Charges, Commissions, &amp; Fees</td><td>\$0</td><td>\$0</td><td>\$0</td></tr><tr><td>Other Governments</td><td>0</td><td>0</td><td>0</td></tr><tr><td>Other Program Revenue</td><td><u>0</u></td><td><u>0</u></td><td><u>0</u></td></tr><tr><td><b>Total Program Revenue</b></td><td><b>\$0</b></td><td><b>\$0</b></td><td><b>\$0</b></td></tr><tr><td>Non-program Revenue</td><td>0</td><td>0</td><td>0</td></tr><tr><td>Transfers</td><td><u>0</u></td><td><u>0</u></td><td><u>0</u></td></tr><tr><td><b>Total Revenues</b></td><td><u><b>\$0</b></u></td><td><u><b>\$0</b></u></td><td><u><b>\$0</b></u></td></tr></table> |                           | <u>2000-01</u>            | <u>2001-02</u> | <u>2002-03</u> | <b>Expenditures and Transfers:</b> |  |  |  | GSD General Fund | \$1,681,277 | \$2,244,149 | \$2,522,562 | Special purpose funds | <u>0</u> | <u>0</u> | <u>0</u> | <b>Total Expenditures</b> | <u><b>\$1,681,277</b></u> | <u><b>\$2,244,149</b></u> | <u><b>\$2,522,562</b></u> | <b>Revenues and Transfers:</b> |  |  |  | Charges, Commissions, & Fees | \$0 | \$0 | \$0 | Other Governments | 0 | 0 | 0 | Other Program Revenue | <u>0</u> | <u>0</u> | <u>0</u> | <b>Total Program Revenue</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | Non-program Revenue | 0 | 0 | 0 | Transfers | <u>0</u> | <u>0</u> | <u>0</u> | <b>Total Revenues</b> | <u><b>\$0</b></u> | <u><b>\$0</b></u> | <u><b>\$0</b></u> |  |  |
|                                    | <u>2000-01</u>  | <u>2001-02</u>            | <u>2002-03</u>            |                |                |                                    |  |  |  |                  |             |             |             |                       |          |          |          |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |          |          |          |                              |            |            |            |                     |   |   |   |           |          |          |          |                       |                   |                   |                   |  |  |
| <b>Expenditures and Transfers:</b> |   |                           |                           |                |                |                                    |  |  |  |                  |             |             |             |                       |          |          |          |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |          |          |          |                              |            |            |            |                     |   |   |   |           |          |          |          |                       |                   |                   |                   |  |  |
| GSD General Fund                   | \$1,681,277   | \$2,244,149               | \$2,522,562               |                |                |                                    |  |  |  |                  |             |             |             |                       |          |          |          |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |          |          |          |                              |            |            |            |                     |   |   |   |           |          |          |          |                       |                   |                   |                   |  |  |
| Special purpose funds              | <u>0</u>  | <u>0</u>                  | <u>0</u>                  |                |                |                                    |  |  |  |                  |             |             |             |                       |          |          |          |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |          |          |          |                              |            |            |            |                     |   |   |   |           |          |          |          |                       |                   |                   |                   |  |  |
| <b>Total Expenditures</b>          | <u><b>\$1,681,277</b></u>   | <u><b>\$2,244,149</b></u> | <u><b>\$2,522,562</b></u> |                |                |                                    |  |  |  |                  |             |             |             |                       |          |          |          |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |          |          |          |                              |            |            |            |                     |   |   |   |           |          |          |          |                       |                   |                   |                   |  |  |
| <b>Revenues and Transfers:</b>     |   |                           |                           |                |                |                                    |  |  |  |                  |             |             |             |                       |          |          |          |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |          |          |          |                              |            |            |            |                     |   |   |   |           |          |          |          |                       |                   |                   |                   |  |  |
| Charges, Commissions, & Fees       | \$0   | \$0                       | \$0                       |                |                |                                    |  |  |  |                  |             |             |             |                       |          |          |          |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |          |          |          |                              |            |            |            |                     |   |   |   |           |          |          |          |                       |                   |                   |                   |  |  |
| Other Governments                  | 0   | 0                         | 0                         |                |                |                                    |  |  |  |                  |             |             |             |                       |          |          |          |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |          |          |          |                              |            |            |            |                     |   |   |   |           |          |          |          |                       |                   |                   |                   |  |  |
| Other Program Revenue              | <u>0</u>  | <u>0</u>                  | <u>0</u>                  |                |                |                                    |  |  |  |                  |             |             |             |                       |          |          |          |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |          |          |          |                              |            |            |            |                     |   |   |   |           |          |          |          |                       |                   |                   |                   |  |  |
| <b>Total Program Revenue</b>       | <b>\$0</b>  | <b>\$0</b>                | <b>\$0</b>                |                |                |                                    |  |  |  |                  |             |             |             |                       |          |          |          |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |          |          |          |                              |            |            |            |                     |   |   |   |           |          |          |          |                       |                   |                   |                   |  |  |
| Non-program Revenue                | 0   | 0                         | 0                         |                |                |                                    |  |  |  |                  |             |             |             |                       |          |          |          |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |          |          |          |                              |            |            |            |                     |   |   |   |           |          |          |          |                       |                   |                   |                   |  |  |
| Transfers                          | <u>0</u>  | <u>0</u>                  | <u>0</u>                  |                |                |                                    |  |  |  |                  |             |             |             |                       |          |          |          |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |          |          |          |                              |            |            |            |                     |   |   |   |           |          |          |          |                       |                   |                   |                   |  |  |
| <b>Total Revenues</b>              | <u><b>\$0</b></u>   | <u><b>\$0</b></u>         | <u><b>\$0</b></u>         |                |                |                                    |  |  |  |                  |             |             |             |                       |          |          |          |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |          |          |          |                              |            |            |            |                     |   |   |   |           |          |          |          |                       |                   |                   |                   |  |  |
| <b>Positions</b>                   | Total Budgeted Positions  | 5                         | 6                         | 6              |                |                                    |  |  |  |                  |             |             |             |                       |          |          |          |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |          |          |          |                              |            |            |            |                     |   |   |   |           |          |          |          |                       |                   |                   |                   |  |  |
| <b>Contacts</b>                    | Executive Director: Tom Turk email: tom_turk@metro.nashville.org<br>Financial Manager: Jane Ann McCullough email: janeann_mccullough@metro.nashville.org<br><br>209 10 <sup>th</sup> Ave., South, Suite 416, 37203-0772 Phone: 862-6720 FAX: 862-6731   |                           |                           |                |                |                                    |  |  |  |                  |             |             |             |                       |          |          |          |                           |                           |                           |                           |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |          |          |          |                              |            |            |            |                     |   |   |   |           |          |          |          |                       |                   |                   |                   |  |  |

### Organizational Structure



# 41 Metro Arts Commission-At a Glance

## Budget Highlights FY 2003

|   |                  |
|---|------------------|
| • Pay Plan/Benefit adjustments  | \$12,200         |
| • Contribution for the Arts   | 250,000          |
| • Non-recurring Consultant services to enable the Commission to begin a community public art education initiative | 30,000           |
| • Reduction non-recurring Consultant Fee from FY 02   | -10,000          |
| • Postal Service rates increase   | 800              |
| • Information Systems billings  | -3,287           |
| • Telecommunication net adjustment  | -1,300           |
| Total   | <u>\$278,413</u> |

## Overview

### ADMINISTRATION

Administrative staff serves as the liaison with Commission, Office of the Mayor, and Metro Council. Staff is responsible for budget preparation, seeking outside funding from state, regional and national sources, overseeing public information programs, managing, planning and finances, coordinating Commission and committee work, and engaging in cultural planning and research pertaining to public policy issues.

### PUBLIC ART PROGRAM

The Public Art Program develops and reviews public art guidelines, administers and supervises public art programs, recommends and manages public art committees, provides technical assistance to artists and client departments, supervises project managers as required, serves as the liaison between artists, architects, engineers, design professionals, Metro Departments, and

facilitators of public art projects, and assists with public information and outreach.

### CONTRIBUTIONS TO THE ARTS PROGRAM

The Contributions to the Arts Program manages the Metro grants program for non-profit arts organizations in Nashville and Davidson County. The program was authorized by resolution R88-573.

The grants program awards 6 different types of grants. Program staff appoint panelists who volunteer to review grant applications and recommend grant awards to the Commission.

In addition to administering the grants program, staff are responsible for drawing up grant guidelines, managing grants and the granting process, developing contacts with individuals and groups engaged in the arts, providing technical assistance to grant applicants and recipients, and engaging in outreach to the larger Davidson County community.

### ARTS INFORMATION RESOURCE PROGRAM

The Arts Information Resource Program interprets and effectively communicates community and constituent needs and community expectations, participates in cultural planning efforts, conducts research, such as the arts marketing studies and annual arts economic impact studies, markets Nashville's art industry locally, regionally and nationally, and maintains web site, including the *Arts Directory* and *Artist Registry* on-line, convenes and presents forums, workshops and other public information-sharing meetings, and publishes *Arts Alert!* and other publications.

# 41 Metro Arts Commission-Performance

| Objectives  | Performance Measures   | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|---|--|-------------------|--------------------|-------------------|-------------------|
| <b>CONTRIBUTIONS FOR THE ARTS PROGRAM</b>                                     |  |                   |                    |                   |                   |
| 1. Administer fairly and increase grant funds to Metro arts organizations.    | Dollars provided to local arts organizations to maintain or increase funding to local arts organizations | \$1,425,000       | \$1,363,658        | \$1,863,658       | \$2,250,000       |
| 2. Increase the number of programs served by grants.                          | Number of arts programs funded   | 50                | 65                 | 60                | 70                |
| 3. Increase the amount of grant funds to Nashville's major arts organization. | Fund Basic I and Basic II funding levels (75% of total)  | *\$1,068,750      | *\$1,089,731       | **\$1,520,808     | \$1,687,500       |
| 4. Increase the amount of funding to the smaller organizations.               | Fund Programs I, Initiative and Creation grant levels (approx. 25% of total)                             | *\$236,415        | *\$273,927         | **\$345,980       | \$500,000         |
| 5. Develop new opportunities for local non-profit organizations.              | Dollars provided for New Opportunity and Commission Initiative grants, plus Artist Awards                | 0                 | 0                  | \$40,572          | \$62,500          |

\* FY 2000, FY 2001 awards includes \$44,510 Tennessee Arts Commission grant.

\*\* FY 2002 awards includes \$43,702 Tennessee Arts Commission grant.

## ARTS INFORMATION RESOURCE PROGRAM

|   |   |     |     |     |     |
|---|---|-----|-----|-----|-----|
| 1. Foster excellence via educational programs.                    | Number of quarterly arts forums workshops for Nashville arts administrators, staff and individual artists | 8   | 8   | 8   | 8   |
| 2. Generate awareness through information programs.               | Number of Arts Alert, published and distributed   | 10  | 13  | 12  | 12  |
| 3. Provide resource information to the arts community.            | Number of Artist Registry and Arts Directory participants and resource recipients                         | 325 | 291 | 300 | 310 |
| 4. Publish economic impact data of the non-profit arts community. | Number of arts organizations participating in annual Arts and the Economy study                           | 65  | 59  | 70  | 62  |



# 41 Metro Arts Commission-Financial

## Arts Commission GSD General Fund

| EXPENSE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>OPERATING EXPENSE:</b>                        |                   |                    |                   |                   |
| <b>PERSONAL SERVICES:</b>                        |                   |                    |                   |                   |
| Salary Expense                                   | 224,897           | 213,735            | 238,499           | 249,199           |
| Fringe Benefits                                  | 66,767            | 53,038             | 68,583            | 70,086            |
| Per Diem & Other Fees                            | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL PERSONAL SERVICES</b>                   | <b>291,664</b>    | <b>266,773</b>     | <b>307,082</b>    | <b>319,285</b>    |
| <b>OTHER SERVICES:</b>                           |                   |                    |                   |                   |
| Utilities  | 0                 | 0                  | 0                 | 0                 |
| Professional Services                            | 0                 | 12,000             | 27,200            | 46,597            |
| Purchased Services                               | 500               | 246                | 4,921             | 4,921             |
| Travel   | 0                 | 1,494              | 5,850             | 5,850             |
| Communications                                   | 0                 | 64                 | 500               | 500               |
| Printing   | 1,229             | 1,211              | 1,744             | 1,744             |
| Advertising & Promotion                          | 0                 | 1,725              | 1,500             | 1,500             |
| Subscriptions                                    | 0                 | 26                 | 100               | 100               |
| Tuition, Reg., & Membership Dues                 | 969               | 1,519              | 1,500             | 1,500             |
| Repairs & Maintenance Services                   | 763               | 623                | 1,000             | 1,000             |
| Internal Service Fees                            | 5,644             | 2,731              | 17,194            | 14,007            |
| <b>TOTAL OTHER SERVICES</b>                      | <b>9,105</b>      | <b>21,639</b>      | <b>61,509</b>     | <b>77,719</b>     |
| <b>OTHER EXPENSE:</b>                            |                   |                    |                   |                   |
| Supplies and Materials                           | 2,850             | 3,616              | 4,900             | 4,900             |
| Misc. Other Expenses & Payments                  | 0                 | 0                  | 0                 | 0                 |
| Fixed Charges                                    | 14,000            | 0                  | 7,000             | 7,000             |
| Licenses, Permits, & Fees                        | 0                 | 0                  | 0                 | 0                 |
| Taxes  | 0                 | 0                  | 0                 | 0                 |
| Grant Contributions & Awards                     | 1,363,658         | 1,363,258          | 1,863,658         | 2,113,658         |
| <b>TOTAL OTHER EXPENSE</b>                       | <b>1,380,508</b>  | <b>1,366,874</b>   | <b>1,875,558</b>  | <b>2,125,558</b>  |
| <b>PENSION, ANNUITY, DEBT, &amp; OTHER COSTS</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>EQUIPMENT, BUILDINGS, &amp; LAND</b>          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>SPECIAL PROJECTS</b>                          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL OPERATING EXPENSE</b>                   | <b>1,681,277</b>  | <b>1,655,286</b>   | <b>2,244,149</b>  | <b>2,522,562</b>  |
| <b>TRANSFERS TO OTHER FUNDS &amp; UNITS:</b>     | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL EXPENSE AND TRANSFERS</b>               | <b>1,681,277</b>  | <b>1,655,286</b>   | <b>2,244,149</b>  | <b>2,522,562</b>  |

# 41 Metro Arts Commission-Financial

## Arts Commission GSD General Fund

| REVENUE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>PROGRAM REVENUE:</b>                          |                   |                    |                   |                   |
| <b>Charges, Commissions, &amp; Fees</b>          |                   |                    |                   |                   |
| Charges For Current Services                     | 0                 | 0                  | 0                 | 0                 |
| Commissions and Fees                             | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Charges, Commissions, &amp; Fees</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>Other Governments &amp; Agencies</b>          |                   |                    |                   |                   |
| Federal Direct                                   | 0                 | 0                  | 0                 | 0                 |
| Federal Through State                            | 0                 | 0                  | 0                 | 0                 |
| Federal Through Other Pass-Through               | 0                 | 0                  | 0                 | 0                 |
| State Direct                                     | 0                 | 0                  | 0                 | 0                 |
| Other Government Agencies                        | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Governments &amp; Agencies</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>Other Program Revenue</b>                     |                   |                    |                   |                   |
| Contributions and Gifts                          | 0                 | 0                  | 0                 | 0                 |
| Miscellaneous Revenue                            | 0                 | 0                  | 0                 | 0                 |
| Use of Money or Property                         | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Program Revenue</b>            | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL PROGRAM REVENUE</b>                     | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>NON-PROGRAM REVENUE:</b>                      |                   |                    |                   |                   |
| Property Taxes                                   | 0                 | 0                  | 0                 | 0                 |
| Local Option Sales Tax                           | 0                 | 0                  | 0                 | 0                 |
| Other Taxes, Licenses, & Permits                 | 0                 | 0                  | 0                 | 0                 |
| Fines, Forfeits, & Penalties                     | 0                 | 0                  | 0                 | 0                 |
| Compensation From Property                       | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL NON-PROGRAM REVENUE</b>                 | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TRANSFERS FROM OTHER FUNDS AND UNITS:</b>     | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL REVENUE AND TRANSFERS</b>               | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |

# 41 Metro Arts Commission-Financial

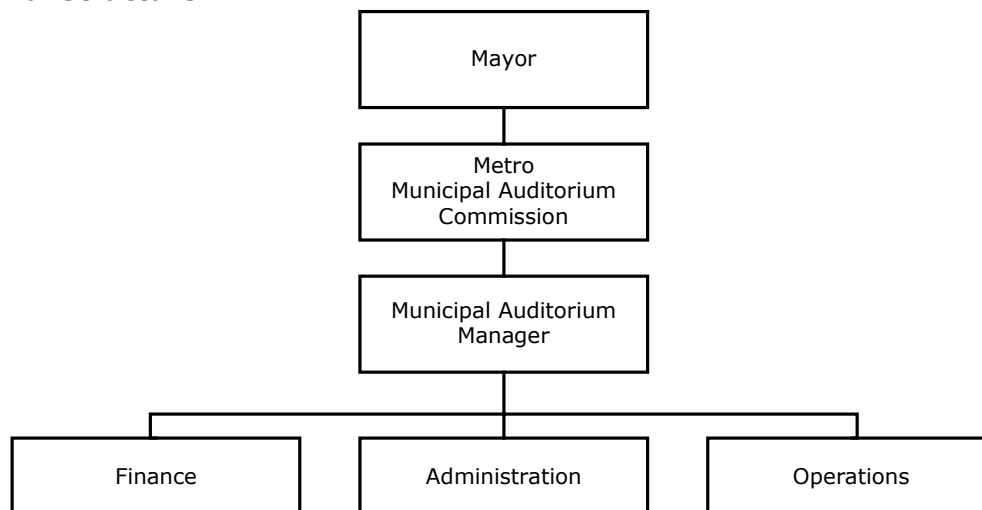
**Reminder:** Some classifications were deleted and new classifications (class number 10000 and above) were added to implement the 2002 Reclassification Study & Pay Plan. Many of the class changes from FY 2001 to FY 2002 were due to implementing that Study.

|  |              |      | FY 2001          |                 | FY 2002          |                 | FY 2003          |                 |
|--|--------------|------|------------------|-----------------|------------------|-----------------|------------------|-----------------|
| <u>Class</u>                               | <u>Grade</u> |      | <u>Bud. Pos.</u> | <u>Bud. FTE</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> |
| <b>41 Arts Commission - GSD Fund 10101</b> |              |      |                  |                 |                  |                 |                  |                 |
| Arts Com Exec Director                     | 6650         | DP01 | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Development Coordinator                    | 6400         | SR12 | 1                | 0.6             | 1                | 0.6             | 1                | 0.6             |
| Office Support Rep 3                       | 10122        | SR06 | 0                | 0.0             | 0                | 0.0             | 1                | 1.0             |
| Program Coordinator                        | 6034         | SR09 | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Secretary 1                                | 0060         | GS05 | 1                | 1.0             | 1                | 1.0             | 0                | 0.0             |
| Special Asst To The Dir                    | 5945         | SR13 | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| <b>Total Positions &amp; FTE</b>           |              |      | <b>5</b>         | <b>4.6</b>      | <b>5</b>         | <b>4.6</b>      | <b>5</b>         | <b>4.6</b>      |
| <b>Seasonal/Part-time/Temporary</b>        | 9020         | NS   | <b>0</b>         | <b>0.0</b>      | <b>1</b>         | <b>0.5</b>      | <b>1</b>         | <b>0.5</b>      |
| <b>Total Positions &amp; FTE</b>           |              |      | <b>5</b>         | <b>4.6</b>      | <b>6</b>         | <b>5.1</b>      | <b>6</b>         | <b>5.1</b>      |

# 61 Municipal Auditorium-At a Glance

| <b>Vision</b>                      | To be the premier midsize venue in the Middle Tennessee area.  |                           |                           |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |             |           |           |                   |   |   |   |                       |   |   |   |                              |                           |                         |                         |                     |   |   |   |           |   |   |   |                       |                           |                         |                         |  |  |
|------------------------------------|--|---------------------------|---------------------------|----------------|----------------|------------------------------------|--|--|--|------------------|-------------|-------------|-------------|-----------------------|---|---|---|---------------------------|---------------------------|---------------------------|---------------------------|--------------------------------|--|--|--|------------------------------|-------------|-----------|-----------|-------------------|---|---|---|-----------------------|---|---|---|------------------------------|---------------------------|-------------------------|-------------------------|---------------------|---|---|---|-----------|---|---|---|-----------------------|---------------------------|-------------------------|-------------------------|--|--|
| <b>Mission</b>                     | The Nashville Municipal Auditorium is a public-service oriented entertainment facility that seeks to attract a broad spectrum of events for the Nashville community and the Middle Tennessee area.   |                           |                           |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |             |           |           |                   |   |   |   |                       |   |   |   |                              |                           |                         |                         |                     |   |   |   |           |   |   |   |                       |                           |                         |                         |  |  |
| <b>Budget Summary</b>              | <table> <tr> <th></th><th><u>2000-01</u></th><th><u>2001-02</u></th><th><u>2002-03</u></th></tr> <tr> <td><b>Expenditures and Transfers:</b></td><td></td><td></td><td></td></tr> <tr> <td>GSD General Fund</td><td>\$1,701,166</td><td>\$1,840,156</td><td>\$1,908,635</td></tr> <tr> <td>Special purpose funds</td><td>0</td><td>0</td><td>0</td></tr> <tr> <td><b>Total Expenditures</b></td><td><b><u>\$1,701,166</u></b></td><td><b><u>\$1,840,156</u></b></td><td><b><u>\$1,908,635</u></b></td></tr> <tr> <td><b>Revenues and Transfers:</b></td><td></td><td></td><td></td></tr> <tr> <td>Charges, Commissions, &amp; Fees</td><td>\$1,016,240</td><td>\$866,321</td><td>\$999,358</td></tr> <tr> <td>Other Governments</td><td>0</td><td>0</td><td>0</td></tr> <tr> <td>Other Program Revenue</td><td>0</td><td>0</td><td>0</td></tr> <tr> <td><b>Total Program Revenue</b></td><td><b><u>\$1,016,240</u></b></td><td><b><u>\$866,321</u></b></td><td><b><u>\$999,358</u></b></td></tr> <tr> <td>Non-program Revenue</td><td>0</td><td>0</td><td>0</td></tr> <tr> <td>Transfers</td><td>0</td><td>0</td><td>0</td></tr> <tr> <td><b>Total Revenues</b></td><td><b><u>\$1,016,240</u></b></td><td><b><u>\$866,321</u></b></td><td><b><u>\$999,358</u></b></td></tr> </table> |                           | <u>2000-01</u>            | <u>2001-02</u> | <u>2002-03</u> | <b>Expenditures and Transfers:</b> |  |  |  | GSD General Fund | \$1,701,166 | \$1,840,156 | \$1,908,635 | Special purpose funds | 0 | 0 | 0 | <b>Total Expenditures</b> | <b><u>\$1,701,166</u></b> | <b><u>\$1,840,156</u></b> | <b><u>\$1,908,635</u></b> | <b>Revenues and Transfers:</b> |  |  |  | Charges, Commissions, & Fees | \$1,016,240 | \$866,321 | \$999,358 | Other Governments | 0 | 0 | 0 | Other Program Revenue | 0 | 0 | 0 | <b>Total Program Revenue</b> | <b><u>\$1,016,240</u></b> | <b><u>\$866,321</u></b> | <b><u>\$999,358</u></b> | Non-program Revenue | 0 | 0 | 0 | Transfers | 0 | 0 | 0 | <b>Total Revenues</b> | <b><u>\$1,016,240</u></b> | <b><u>\$866,321</u></b> | <b><u>\$999,358</u></b> |  |  |
|                                    | <u>2000-01</u>   | <u>2001-02</u>            | <u>2002-03</u>            |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |             |           |           |                   |   |   |   |                       |   |   |   |                              |                           |                         |                         |                     |   |   |   |           |   |   |   |                       |                           |                         |                         |  |  |
| <b>Expenditures and Transfers:</b> |  |                           |                           |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |             |           |           |                   |   |   |   |                       |   |   |   |                              |                           |                         |                         |                     |   |   |   |           |   |   |   |                       |                           |                         |                         |  |  |
| GSD General Fund                   | \$1,701,166  | \$1,840,156               | \$1,908,635               |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |             |           |           |                   |   |   |   |                       |   |   |   |                              |                           |                         |                         |                     |   |   |   |           |   |   |   |                       |                           |                         |                         |  |  |
| Special purpose funds              | 0  | 0                         | 0                         |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |             |           |           |                   |   |   |   |                       |   |   |   |                              |                           |                         |                         |                     |   |   |   |           |   |   |   |                       |                           |                         |                         |  |  |
| <b>Total Expenditures</b>          | <b><u>\$1,701,166</u></b>  | <b><u>\$1,840,156</u></b> | <b><u>\$1,908,635</u></b> |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |             |           |           |                   |   |   |   |                       |   |   |   |                              |                           |                         |                         |                     |   |   |   |           |   |   |   |                       |                           |                         |                         |  |  |
| <b>Revenues and Transfers:</b>     |  |                           |                           |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |             |           |           |                   |   |   |   |                       |   |   |   |                              |                           |                         |                         |                     |   |   |   |           |   |   |   |                       |                           |                         |                         |  |  |
| Charges, Commissions, & Fees       | \$1,016,240  | \$866,321                 | \$999,358                 |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |             |           |           |                   |   |   |   |                       |   |   |   |                              |                           |                         |                         |                     |   |   |   |           |   |   |   |                       |                           |                         |                         |  |  |
| Other Governments                  | 0  | 0                         | 0                         |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |             |           |           |                   |   |   |   |                       |   |   |   |                              |                           |                         |                         |                     |   |   |   |           |   |   |   |                       |                           |                         |                         |  |  |
| Other Program Revenue              | 0  | 0                         | 0                         |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |             |           |           |                   |   |   |   |                       |   |   |   |                              |                           |                         |                         |                     |   |   |   |           |   |   |   |                       |                           |                         |                         |  |  |
| <b>Total Program Revenue</b>       | <b><u>\$1,016,240</u></b>  | <b><u>\$866,321</u></b>   | <b><u>\$999,358</u></b>   |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |             |           |           |                   |   |   |   |                       |   |   |   |                              |                           |                         |                         |                     |   |   |   |           |   |   |   |                       |                           |                         |                         |  |  |
| Non-program Revenue                | 0  | 0                         | 0                         |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |             |           |           |                   |   |   |   |                       |   |   |   |                              |                           |                         |                         |                     |   |   |   |           |   |   |   |                       |                           |                         |                         |  |  |
| Transfers                          | 0  | 0                         | 0                         |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |             |           |           |                   |   |   |   |                       |   |   |   |                              |                           |                         |                         |                     |   |   |   |           |   |   |   |                       |                           |                         |                         |  |  |
| <b>Total Revenues</b>              | <b><u>\$1,016,240</u></b>  | <b><u>\$866,321</u></b>   | <b><u>\$999,358</u></b>   |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |             |           |           |                   |   |   |   |                       |   |   |   |                              |                           |                         |                         |                     |   |   |   |           |   |   |   |                       |                           |                         |                         |  |  |
| <b>Positions</b>                   | Total Budgeted Positions   | 11                        | 11                        |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |             |           |           |                   |   |   |   |                       |   |   |   |                              |                           |                         |                         |                     |   |   |   |           |   |   |   |                       |                           |                         |                         |  |  |
| <b>Contacts</b>                    | Auditorium Manager: Bob Skoney      email: bob.skoney@nashville.gov<br>Financial Manager: Jere Tanner      email: jere.tanner@nashville.gov<br><br>417 4 <sup>th</sup> Avenue North 37219      Phone: 862-6390      FAX: 862-6394  |                           |                           |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                           |                           |                           |                                |  |  |  |                              |             |           |           |                   |   |   |   |                       |   |   |   |                              |                           |                         |                         |                     |   |   |   |           |   |   |   |                       |                           |                         |                         |  |  |

## Organizational Structure



# 61 Municipal Auditorium-At a Glance

## Budget Highlights FY 2003

|  |                 |
|--|-----------------|
| • Sales Manager to help generate additional business | \$40,000        |
| • Fringe for Sales Manager                           | 11,200          |
| • Pay Plan/Benefit adjustments                       | 20,400          |
| • Fleet Management Consolidation net adjustment      | -428            |
| • Information Systems billings                       | -675            |
| • Telecommunication net adjustment                   | -2,018          |
| Total  | <u>\$68,479</u> |

## Overview

### MUNICIPAL AUDITORIUM MANAGER

Manages daily operations along with setting long-term goals of venue. Reports directly to Auditorium commission, Mayor, and Council. Reviews budget preparation, prepares reports, contracts, and requests for proposals. Responsible for event bookings, negotiations, event contracts, event safety, public relations, networking with patrons, promoters and governmental peers, and keeping abreast of public assembly industry trends.

## FINANCE

Finance performs all accounting and auditing functions. Specifics duties include: development, evaluation and administration of request for proposals, purchasing, accounts payable, accounts receivable, payroll, FASTnet, budgets, imprest checking account, daily ticket reports, ticket manifests, ticket statements, event settlements, receivable warrants, performance reports, monthly income statements, capital improvement budget, and special reports.

## ADMINISTRATION

Administration provides support services to all operations of the Auditorium. Duties include: assisting with sales efforts, liaison with human resources, FASTnet data entry, providing a secretary to the Auditorium commission, managing the information services contact, personal and telephone reception/information, contract administration, insurance evaluation, administrative support to manager, keeping and managing files and records, office scheduling and management, ordering office and marketing materials, and report preparation.

## OPERATIONS

Operations plans and coordinates all events including set-ups, cleaning, maintenance, and heating and cooling operations.

## 61 Municipal Auditorium-Performance

| Objectives  | Performance Measures       | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|---|----------------------------|-------------------|--------------------|-------------------|-------------------|
| <b>Municipal Auditorium</b>   |                            |                   |                    |                   |                   |
| 1. Provide the Nashville and Middle Tennessee community with a variety of events and entertainment. | a. Events scheduled        | 94                | 95                 | 75                | 90                |
|   | b. People attending events | 398,000           | 399,000            | 325,000           | 381,000           |
|   | c. Event days              | 145               | 147                | 115               | 128               |
|   |                            |                   |                    |                   |                   |

# 61 Municipal Auditorium-Financial

## Municipal Auditorium GSD General Fund

| EXPENSE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>OPERATING EXPENSE:</b>                        |                   |                    |                   |                   |
| <b>PERSONAL SERVICES:</b>                        |                   |                    |                   |                   |
| Salary Expense                                   | 466,602           | 444,794            | 488,401           | 546,301           |
| Fringe Benefits                                  | 121,003           | 112,652            | 123,913           | 137,613           |
| Per Diem & Other Fees                            | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL PERSONAL SERVICES</b>                   | <b>587,605</b>    | <b>557,446</b>     | <b>612,314</b>    | <b>683,914</b>    |
| <b>OTHER SERVICES:</b>                           |                   |                    |                   |                   |
| Utilities  | 428,577           | 377,851            | 533,621           | 533,621           |
| Professional Services                            | 157               | 0                  | 157               | 157               |
| Purchased Services                               | 602,828           | 512,328            | 602,828           | 602,828           |
| Travel   | 8,304             | 6,039              | 8,304             | 8,304             |
| Communications                                   | 0                 | 6                  | 0                 | 0                 |
| Printing   | 1,659             | 568                | 1,659             | 1,659             |
| Advertising & Promotion                          | 7,706             | 14,662             | 7,706             | 7,706             |
| Subscriptions                                    | 166               | 538                | 166               | 166               |
| Tuition, Reg., & Membership Dues                 | 3,000             | 3,926              | 3,000             | 3,000             |
| Repairs & Maintenance Services                   | 22,622            | 20,782             | 22,622            | 22,622            |
| Internal Service Fees                            | 9,922             | 11,330             | 17,952            | 14,831            |
| <b>TOTAL OTHER SERVICES</b>                      | <b>1,084,941</b>  | <b>948,030</b>     | <b>1,198,015</b>  | <b>1,194,894</b>  |
| <b>OTHER EXPENSE:</b>                            |                   |                    |                   |                   |
| Supplies and Materials                           | 26,533            | 14,196             | 27,740            | 27,740            |
| Misc. Other Expenses & Payments                  | 0                 | 0                  | 0                 | 0                 |
| Fixed Charges                                    | 1,869             | 3,203              | 1,869             | 1,869             |
| Licenses, Permits, & Fees                        | 218               | 225                | 218               | 218               |
| Taxes  | 0                 | 0                  | 0                 | 0                 |
| Grant Contributions & Awards                     | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL OTHER EXPENSE</b>                       | <b>28,620</b>     | <b>17,624</b>      | <b>29,827</b>     | <b>29,827</b>     |
| <b>PENSION, ANNUITY, DEBT, &amp; OTHER COSTS</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>EQUIPMENT, BUILDINGS, &amp; LAND</b>          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>SPECIAL PROJECTS</b>                          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL OPERATING EXPENSE</b>                   | <b>1,701,166</b>  | <b>1,523,100</b>   | <b>1,840,156</b>  | <b>1,908,635</b>  |
| <b>TRANSFERS TO OTHER FUNDS &amp; UNITS:</b>     | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL EXPENSE AND TRANSFERS</b>               | <b>1,701,166</b>  | <b>1,523,100</b>   | <b>1,840,156</b>  | <b>1,908,635</b>  |

# 61 Municipal Auditorium-Financial

## Municipal Auditorium GSD General Fund

| REVENUE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>PROGRAM REVENUE:</b>                          |                   |                    |                   |                   |
| <b>Charges, Commissions, &amp; Fees</b>          |                   |                    |                   |                   |
| Charges For Current Services                     | 1,016,240         | 1,107,732          | 866,321           | 999,358           |
| Commissions and Fees                             | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Charges, Commissions, &amp; Fees</b> | <b>1,016,240</b>  | <b>1,107,732</b>   | <b>866,321</b>    | <b>999,358</b>    |
| <b>Other Governments &amp; Agencies</b>          |                   |                    |                   |                   |
| Federal Direct                                   | 0                 | 0                  | 0                 | 0                 |
| Federal Through State                            | 0                 | 0                  | 0                 | 0                 |
| Federal Through Other Pass-Through               | 0                 | 0                  | 0                 | 0                 |
| State Direct                                     | 0                 | 0                  | 0                 | 0                 |
| Other Government Agencies                        | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Governments &amp; Agencies</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>Other Program Revenue</b>                     |                   |                    |                   |                   |
| Contributions and Gifts                          | 0                 | 0                  | 0                 | 0                 |
| Miscellaneous Revenue                            | 0                 | 0                  | 0                 | 0                 |
| Use of Money or Property                         | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Program Revenue</b>            | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL PROGRAM REVENUE</b>                     | <b>1,016,240</b>  | <b>1,107,732</b>   | <b>866,321</b>    | <b>999,358</b>    |
| <b>NON-PROGRAM REVENUE:</b>                      |                   |                    |                   |                   |
| Property Taxes                                   | 0                 | 0                  | 0                 | 0                 |
| Local Option Sales Tax                           | 0                 | 0                  | 0                 | 0                 |
| Other Taxes, Licenses, & Permits                 | 0                 | 0                  | 0                 | 0                 |
| Fines, Forfeits, & Penalties                     | 0                 | 0                  | 0                 | 0                 |
| Compensation From Property                       | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL NON-PROGRAM REVENUE</b>                 | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TRANSFERS FROM OTHER FUNDS AND UNITS:</b>     | <b>0</b>          | <b>300</b>         | <b>0</b>          | <b>0</b>          |
| <b>TOTAL REVENUE AND TRANSFERS</b>               | <b>1,016,240</b>  | <b>1,108,032</b>   | <b>866,321</b>    | <b>999,358</b>    |



# 61 Municipal Auditorium-Financial

**Reminder:** Some classifications were deleted and new classifications (class number 10000 and above) were added to implement the 2002 Reclassification Study & Pay Plan. Many of the class changes from FY 2001 to FY 2002 were due to implementing that Study.

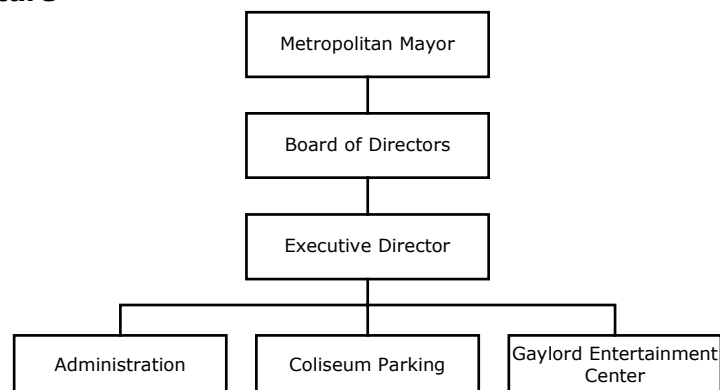
|   |              |      | FY 2001          |                 | FY 2002          |                 | FY 2003          |                 |
|---|--------------|------|------------------|-----------------|------------------|-----------------|------------------|-----------------|
| <u>Class</u>                                    | <u>Grade</u> |      | <u>Bud. Pos.</u> | <u>Bud. FTE</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> |
| <b>61 Municipal Auditorium - GSD Fund 10101</b> |              |      |                  |                 |                  |                 |                  |                 |
| Accountant 4                                    | 7239         | GS11 | 1                | 1.0             | 1                | 1.0             | 0                | 0.0             |
| Admin Services Officer 3                        | 7244         | SR10 | 1                | 1.0             | 1                | 1.0             | 2                | 2.0             |
| Administrative Assistant 2                      | 7241         | GS08 | 1                | 1.0             | 1                | 1.0             | 0                | 0.0             |
| Auditorium Manager                              | 0660         | DP01 | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Bldg Maint Supervisor                           | 7256         | TS11 | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Bldg Maint Worker                               | 7257         | TG04 | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Bldg Maintenance Mech                           | 2220         | TG08 | 2                | 2.0             | 2                | 2.0             | 2                | 2.0             |
| Event Set Up Leader                             | 6075         | TL07 | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Facility Coordinator                            | 7040         | SR11 | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Finance Officer 3                               | 10152        | SR12 | 0                | 0.0             | 0                | 0.0             | 1                | 1.0             |
| Office Assistant 2                              | 7748         | GS04 | 1                | 1.0             | 1                | 1.0             | 0                | 0.0             |
| Office Support Rep 2                            | 10121        | SR05 | 0                | 0.0             | 0                | 0.0             | 1                | 1.0             |
| <b>Total Positions &amp; FTE</b>                |              |      | 11               | 11.0            | 11               | 11.0            | 11               | 11.0            |

## 64 Sports Authority-At a Glance

| <b>Vision</b>                      | Serve the Public through overseeing the daily activities of the two professional sporting facilities in Metropolitan Government of Nashville and Davidson County, Gaylord Entertainment Center, and Adelphia Coliseum.   |                         |                         |                |                |                                    |  |  |  |                  |           |           |           |                       |   |         |         |                           |                         |                         |                         |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |                   |                   |                   |                     |   |   |   |           |   |         |         |                       |                   |                         |                         |  |  |
|------------------------------------|--|-------------------------|-------------------------|----------------|----------------|------------------------------------|--|--|--|------------------|-----------|-----------|-----------|-----------------------|---|---------|---------|---------------------------|-------------------------|-------------------------|-------------------------|--------------------------------|--|--|--|------------------------------|-----|-----|-----|-------------------|---|---|---|-----------------------|---|---|---|------------------------------|-------------------|-------------------|-------------------|---------------------|---|---|---|-----------|---|---------|---------|-----------------------|-------------------|-------------------------|-------------------------|--|--|
| <b>Mission</b>                     | <p>The Sports Authority was formed January 8, 1996, pursuant to T.C.A. § 67-6-103, the "Sports Authority Act." The Sports Authority's mission, as defined in this act, is to:</p> <ol style="list-style-type: none"> <li>1. plan, promote, finance, construct, acquire, renovate, equip and enlarge buildings.</li> <li>2. operate sports complexes, stadium, arena, structures and facilities for public participation and enjoyment of professional and amateur sports, fitness, health and recreational activities.</li> <li>3. conduct itself to do what is reasonable and necessary to attract professional sports franchises to Nashville.</li> </ol>  |                         |                         |                |                |                                    |  |  |  |                  |           |           |           |                       |   |         |         |                           |                         |                         |                         |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |                   |                   |                   |                     |   |   |   |           |   |         |         |                       |                   |                         |                         |  |  |
| <b>Budget Summary</b>              | <table> <tr> <th></th><th><u>2000-01</u></th><th><u>2001-02</u></th><th><u>2002-03</u></th></tr> <tr> <td><b>Expenditures and Transfers:</b></td><td></td><td></td><td></td></tr> <tr> <td>GSD General Fund</td><td>\$143,072</td><td>\$162,692</td><td>\$193,390</td></tr> <tr> <td>Special purpose funds</td><td>0</td><td>162,692</td><td>193,390</td></tr> <tr> <td><b>Total Expenditures</b></td><td><b><u>\$143,072</u></b></td><td><b><u>\$325,384</u></b></td><td><b><u>\$386,780</u></b></td></tr> <tr> <td><b>Revenues and Transfers:</b></td><td></td><td></td><td></td></tr> <tr> <td>Charges, Commissions, &amp; Fees</td><td>\$0</td><td>\$0</td><td>\$0</td></tr> <tr> <td>Other Governments</td><td>0</td><td>0</td><td>0</td></tr> <tr> <td>Other Program Revenue</td><td>0</td><td>0</td><td>0</td></tr> <tr> <td><b>Total Program Revenue</b></td><td><b><u>\$0</u></b></td><td><b><u>\$0</u></b></td><td><b><u>\$0</u></b></td></tr> <tr> <td>Non-program Revenue</td><td>0</td><td>0</td><td>0</td></tr> <tr> <td>Transfers</td><td>0</td><td>162,692</td><td>193,390</td></tr> <tr> <td><b>Total Revenues</b></td><td><b><u>\$0</u></b></td><td><b><u>\$162,692</u></b></td><td><b><u>\$193,390</u></b></td></tr> </table> |                         | <u>2000-01</u>          | <u>2001-02</u> | <u>2002-03</u> | <b>Expenditures and Transfers:</b> |  |  |  | GSD General Fund | \$143,072 | \$162,692 | \$193,390 | Special purpose funds | 0 | 162,692 | 193,390 | <b>Total Expenditures</b> | <b><u>\$143,072</u></b> | <b><u>\$325,384</u></b> | <b><u>\$386,780</u></b> | <b>Revenues and Transfers:</b> |  |  |  | Charges, Commissions, & Fees | \$0 | \$0 | \$0 | Other Governments | 0 | 0 | 0 | Other Program Revenue | 0 | 0 | 0 | <b>Total Program Revenue</b> | <b><u>\$0</u></b> | <b><u>\$0</u></b> | <b><u>\$0</u></b> | Non-program Revenue | 0 | 0 | 0 | Transfers | 0 | 162,692 | 193,390 | <b>Total Revenues</b> | <b><u>\$0</u></b> | <b><u>\$162,692</u></b> | <b><u>\$193,390</u></b> |  |  |
|                                    | <u>2000-01</u>   | <u>2001-02</u>          | <u>2002-03</u>          |                |                |                                    |  |  |  |                  |           |           |           |                       |   |         |         |                           |                         |                         |                         |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |                   |                   |                   |                     |   |   |   |           |   |         |         |                       |                   |                         |                         |  |  |
| <b>Expenditures and Transfers:</b> |  |                         |                         |                |                |                                    |  |  |  |                  |           |           |           |                       |   |         |         |                           |                         |                         |                         |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |                   |                   |                   |                     |   |   |   |           |   |         |         |                       |                   |                         |                         |  |  |
| GSD General Fund                   | \$143,072  | \$162,692               | \$193,390               |                |                |                                    |  |  |  |                  |           |           |           |                       |   |         |         |                           |                         |                         |                         |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |                   |                   |                   |                     |   |   |   |           |   |         |         |                       |                   |                         |                         |  |  |
| Special purpose funds              | 0  | 162,692                 | 193,390                 |                |                |                                    |  |  |  |                  |           |           |           |                       |   |         |         |                           |                         |                         |                         |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |                   |                   |                   |                     |   |   |   |           |   |         |         |                       |                   |                         |                         |  |  |
| <b>Total Expenditures</b>          | <b><u>\$143,072</u></b>  | <b><u>\$325,384</u></b> | <b><u>\$386,780</u></b> |                |                |                                    |  |  |  |                  |           |           |           |                       |   |         |         |                           |                         |                         |                         |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |                   |                   |                   |                     |   |   |   |           |   |         |         |                       |                   |                         |                         |  |  |
| <b>Revenues and Transfers:</b>     |  |                         |                         |                |                |                                    |  |  |  |                  |           |           |           |                       |   |         |         |                           |                         |                         |                         |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |                   |                   |                   |                     |   |   |   |           |   |         |         |                       |                   |                         |                         |  |  |
| Charges, Commissions, & Fees       | \$0  | \$0                     | \$0                     |                |                |                                    |  |  |  |                  |           |           |           |                       |   |         |         |                           |                         |                         |                         |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |                   |                   |                   |                     |   |   |   |           |   |         |         |                       |                   |                         |                         |  |  |
| Other Governments                  | 0  | 0                       | 0                       |                |                |                                    |  |  |  |                  |           |           |           |                       |   |         |         |                           |                         |                         |                         |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |                   |                   |                   |                     |   |   |   |           |   |         |         |                       |                   |                         |                         |  |  |
| Other Program Revenue              | 0  | 0                       | 0                       |                |                |                                    |  |  |  |                  |           |           |           |                       |   |         |         |                           |                         |                         |                         |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |                   |                   |                   |                     |   |   |   |           |   |         |         |                       |                   |                         |                         |  |  |
| <b>Total Program Revenue</b>       | <b><u>\$0</u></b>  | <b><u>\$0</u></b>       | <b><u>\$0</u></b>       |                |                |                                    |  |  |  |                  |           |           |           |                       |   |         |         |                           |                         |                         |                         |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |                   |                   |                   |                     |   |   |   |           |   |         |         |                       |                   |                         |                         |  |  |
| Non-program Revenue                | 0  | 0                       | 0                       |                |                |                                    |  |  |  |                  |           |           |           |                       |   |         |         |                           |                         |                         |                         |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |                   |                   |                   |                     |   |   |   |           |   |         |         |                       |                   |                         |                         |  |  |
| Transfers                          | 0  | 162,692                 | 193,390                 |                |                |                                    |  |  |  |                  |           |           |           |                       |   |         |         |                           |                         |                         |                         |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |                   |                   |                   |                     |   |   |   |           |   |         |         |                       |                   |                         |                         |  |  |
| <b>Total Revenues</b>              | <b><u>\$0</u></b>  | <b><u>\$162,692</u></b> | <b><u>\$193,390</u></b> |                |                |                                    |  |  |  |                  |           |           |           |                       |   |         |         |                           |                         |                         |                         |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |                   |                   |                   |                     |   |   |   |           |   |         |         |                       |                   |                         |                         |  |  |
| <b>Positions</b>                   | Total Budgeted Positions   | 2                       | 2                       |                |                |                                    |  |  |  |                  |           |           |           |                       |   |         |         |                           |                         |                         |                         |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |                   |                   |                   |                     |   |   |   |           |   |         |         |                       |                   |                         |                         |  |  |
| <b>Contacts</b>                    | <p>Executive Director: Walter Overton      email: walter.overton@nashville.gov</p> <p>222 3<sup>rd</sup> Avenue North 37201      Phone: 880-1021      FAX: 880-1990</p>  |                         |                         |                |                |                                    |  |  |  |                  |           |           |           |                       |   |         |         |                           |                         |                         |                         |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |                   |                   |                   |                     |   |   |   |           |   |         |         |                       |                   |                         |                         |  |  |

This component unit's budget is presented here for information only, and is not subject to line-item modification by the Council. The Authority's FY 2001 costs were accounted for in the GSD General Fund. In FY 2002 and 2003, the Authority operates as an enterprise fund funded by a transfer from the General Fund. So, in this table, expenditures are duplicated by the amount of the transfer in those years.

### Organizational Structure



# 64 Sports Authority-At a Glance

## Budget Highlights FY 2003

|                                |                 |
|--------------------------------|-----------------|
| • Pay Plan/Benefit adjustments | \$5,700         |
| • Real Property Rental fees    | 10,400          |
| • Downtown Partnership         | 20,000          |
| • Information Systems billings | -5,402          |
| Total                          | <u>\$30,698</u> |

## Overview

### ADMINISTRATION

The administrative staff serves the thirteen-member board. Responsibilities include analysis of issues raised by the board, planning and recording all committee and board meetings, providing the public with proper notice of meetings, representing the board in the community and state, maintenance of file and records related to Adelphia Coliseum and Gaylord Entertainment Center, administering the civic use application process for Adelphia Coliseum, and coordinating such use with the coliseum's management agent.

### COLISEUM PARKING

The Coliseum Parking staff is responsible for generating additional revenue through a paid parking program at Adelphia Coliseum. The additional revenue is designated to the Sports Authority revenue bond debt service. Currently there are two coin box operations for daily parking and a lease with the Gerst Haus restaurant for employee parking. Also oversees the civic event parking for events hosted by non-profit organizations.

Approximately \$65,000 in revenue from its coliseum-parking program was generated in 2001-2002.

### GAYLORD ENTERTAINMENT CENTER

The Gaylord Entertainment Center is a multi-purpose sports, entertainment, convention and community and the facility is the home of the National Hockey League's Nashville Predators. The mission of the Gaylord Entertainment Center is to provide a wide variety of sports, entertainment and special event choices to the citizens of Davidson County. The Center is intended to be an economic generator positively impacting the central downtown. The Center is an important part of the Downtown Convention profile working directly with the Nashville Convention Center and the Nashville Convention and Visitors Bureau to successfully deliver convention/travel and tourism to the City.

## 64 Sports Authority-Performance

| Objectives  | Performance Measures                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|---|---|-------------------|--------------------|-------------------|-------------------|
| <b>Sports Authority</b>   |   |                   |                    |                   |                   |
| 1. Collect revenue for lease agreement and parking program at Adelphia Coliseum.                | a. Collected revenue from TN University         | \$131,522         | \$131,522          | \$131,522         | \$131,522         |
|   | b. Collected revenue from Cumberland Stadium LP | \$362,319         | \$362,319          | \$362,319         | \$362,319         |
|   | c. Collected revenue from parking program       | \$85,000          | \$85,000           | \$65,000          | \$65,000          |
| 2. Collect revenue from seat user fees from special events at the Gaylord Entertainment Center. | Collected revenue from seat user fees           | \$838,200         | \$425,861          | \$666,925         | \$428,250         |

# 64 Sports Authority-Financial

## Sports Authority GSD General Fund

| EXPENSE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>OPERATING EXPENSE:</b>                        |                   |                    |                   |                   |
| <b>PERSONAL SERVICES:</b>                        |                   |                    |                   |                   |
| Salary Expense                                   | 91,250            | 0                  | 0                 | 0                 |
| Fringe Benefits                                  | 26,442            | 0                  | 0                 | 0                 |
| Per Diem & Other Fees                            | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL PERSONAL SERVICES</b>                   | <b>117,692</b>    | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>OTHER SERVICES:</b>                           |                   |                    |                   |                   |
| Utilities  | 4,080             | 0                  | 0                 | 0                 |
| Professional Services                            | 0                 | 0                  | 0                 | 0                 |
| Purchased Services                               | 0                 | 0                  | 0                 | 0                 |
| Travel   | 0                 | 0                  | 0                 | 0                 |
| Communications                                   | 5,560             | 0                  | 0                 | 0                 |
| Printing   | 0                 | 0                  | 0                 | 0                 |
| Advertising & Promotion                          | 5,875             | 0                  | 0                 | 0                 |
| Subscriptions                                    | 345               | 0                  | 0                 | 0                 |
| Tuition, Reg., & Membership Dues                 | 0                 | 0                  | 0                 | 0                 |
| Repairs & Maintenance Services                   | 0                 | 0                  | 0                 | 0                 |
| Internal Service Fees                            | 4,380             | 0                  | 0                 | 0                 |
| <b>TOTAL OTHER SERVICES</b>                      | <b>20,240</b>     | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>OTHER EXPENSE:</b>                            |                   |                    |                   |                   |
| Supplies and Materials                           | 5,140             | 0                  | 0                 | 0                 |
| Misc. Other Expenses & Payments                  | 0                 | 0                  | 0                 | 0                 |
| Fixed Charges                                    | 0                 | 0                  | 0                 | 0                 |
| Licenses, Permits, & Fees                        | 0                 | 0                  | 0                 | 0                 |
| Taxes  | 0                 | 0                  | 0                 | 0                 |
| Grant Contributions & Awards                     | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL OTHER EXPENSE</b>                       | <b>5,140</b>      | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>PENSION, ANNUITY, DEBT, &amp; OTHER COSTS</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>EQUIPMENT, BUILDINGS, &amp; LAND</b>          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>SPECIAL PROJECTS</b>                          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL OPERATING EXPENSE</b>                   | <b>143,072</b>    | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TRANSFERS TO OTHER FUNDS &amp; UNITS:</b>     | <b>0</b>          | <b>109,417</b>     | <b>162,692</b>    | <b>193,390</b>    |
| <b>TOTAL EXPENSE AND TRANSFERS</b>               | <b>143,072</b>    | <b>109,417</b>     | <b>162,692</b>    | <b>193,390</b>    |

# 64 Sports Authority-Financial

## Sports Authority GSD General Fund

| REVENUE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>PROGRAM REVENUE:</b>                          |                   |                    |                   |                   |
| <b>Charges, Commissions, &amp; Fees</b>          |                   |                    |                   |                   |
| Charges For Current Services                     | 0                 | 0                  | 0                 | 0                 |
| Commissions and Fees                             | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Charges, Commissions, &amp; Fees</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>Other Governments &amp; Agencies</b>          |                   |                    |                   |                   |
| Federal Direct                                   | 0                 | 0                  | 0                 | 0                 |
| Federal Through State                            | 0                 | 0                  | 0                 | 0                 |
| Federal Through Other Pass-Through               | 0                 | 0                  | 0                 | 0                 |
| State Direct                                     | 0                 | 0                  | 0                 | 0                 |
| Other Government Agencies                        | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Governments &amp; Agencies</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>Other Program Revenue</b>                     |                   |                    |                   |                   |
| Contributions and Gifts                          | 0                 | 0                  | 0                 | 0                 |
| Miscellaneous Revenue                            | 0                 | 0                  | 0                 | 0                 |
| Use of Money or Property                         | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Program Revenue</b>            | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL PROGRAM REVENUE</b>                     | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>NON-PROGRAM REVENUE:</b>                      |                   |                    |                   |                   |
| Property Taxes                                   | 0                 | 0                  | 0                 | 0                 |
| Local Option Sales Tax                           | 0                 | 0                  | 0                 | 0                 |
| Other Taxes, Licenses, & Permits                 | 0                 | 0                  | 0                 | 0                 |
| Fines, Forfeits, & Penalties                     | 0                 | 0                  | 0                 | 0                 |
| Compensation From Property                       | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL NON-PROGRAM REVENUE</b>                 | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TRANSFERS FROM OTHER FUNDS AND UNITS:</b>     | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL REVENUE AND TRANSFERS</b>               | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |

# 64 Sports Authority-Financial

## Sports Authority Sports Authority - CU

| EXPENSE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>OPERATING EXPENSE:</b>                        |                   |                    |                   |                   |
| <b>PERSONAL SERVICES:</b>                        |                   |                    |                   |                   |
| Salary Expense                                   | 0                 | 73,195             | 97,560            | 102,560           |
| Fringe Benefits                                  | 0                 | 12,193             | 27,284            | 27,984            |
| Per Diem & Other Fees                            | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL PERSONAL SERVICES</b>                   | <b>0</b>          | <b>85,388</b>      | <b>124,844</b>    | <b>130,544</b>    |
| <b>OTHER SERVICES:</b>                           |                   |                    |                   |                   |
| Utilities  | 0                 | 0                  | 0                 | 0                 |
| Professional Services                            | 0                 | 0                  | 0                 | 20,000            |
| Purchased Services                               | 0                 | 1,164              | 0                 | 0                 |
| Travel   | 0                 | 3,808              | 6,580             | 6,580             |
| Communications                                   | 0                 | 260                | 152               | 152               |
| Printing   | 0                 | 0                  | 0                 | 0                 |
| Advertising & Promotion                          | 0                 | 3,451              | 5,875             | 5,875             |
| Subscriptions                                    | 0                 | 1,243              | 345               | 345               |
| Tuition, Reg., & Membership Dues                 | 0                 | 0                  | 5,500             | 5,500             |
| Repairs & Maintenance Services                   | 0                 | 363                | 0                 | 0                 |
| Internal Service Fees                            | 0                 | 9,677              | 14,256            | 8,854             |
| <b>TOTAL OTHER SERVICES</b>                      | <b>0</b>          | <b>19,966</b>      | <b>32,708</b>     | <b>47,306</b>     |
| <b>OTHER EXPENSE:</b>                            |                   |                    |                   |                   |
| Supplies and Materials                           | 0                 | 4,064              | 5,140             | 5,140             |
| Misc. Other Expenses & Payments                  | 0                 | 0                  | 0                 | 0                 |
| Fixed Charges                                    | 0                 | 0                  | 0                 | 10,400            |
| Licenses, Permits, & Fees                        | 0                 | 0                  | 0                 | 0                 |
| Taxes  | 0                 | 0                  | 0                 | 0                 |
| Grant Contributions & Awards                     | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL OTHER EXPENSE</b>                       | <b>0</b>          | <b>4,064</b>       | <b>5,140</b>      | <b>15,540</b>     |
| <b>PENSION, ANNUITY, DEBT, &amp; OTHER COSTS</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>EQUIPMENT, BUILDINGS, &amp; LAND</b>          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>SPECIAL PROJECTS</b>                          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL OPERATING EXPENSE</b>                   | <b>0</b>          | <b>109,418</b>     | <b>162,692</b>    | <b>193,390</b>    |
| <b>TRANSFERS TO OTHER FUNDS &amp; UNITS:</b>     | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL EXPENSE AND TRANSFERS</b>               | <b>0</b>          | <b>109,418</b>     | <b>162,692</b>    | <b>193,390</b>    |

# 64 Sports Authority-Financial

## Sports Authority Sports Authority - CU

| REVENUE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>PROGRAM REVENUE:</b>                          |                   |                    |                   |                   |
| <b>Charges, Commissions, &amp; Fees</b>          |                   |                    |                   |                   |
| Charges For Current Services                     | 0                 | 0                  | 0                 | 0                 |
| Commissions and Fees                             | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Charges, Commissions, &amp; Fees</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>Other Governments &amp; Agencies</b>          |                   |                    |                   |                   |
| Federal Direct                                   | 0                 | 0                  | 0                 | 0                 |
| Federal Through State                            | 0                 | 0                  | 0                 | 0                 |
| Federal Through Other Pass-Through               | 0                 | 0                  | 0                 | 0                 |
| State Direct                                     | 0                 | 0                  | 0                 | 0                 |
| Other Government Agencies                        | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Governments &amp; Agencies</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>Other Program Revenue</b>                     |                   |                    |                   |                   |
| Contributions and Gifts                          | 0                 | 0                  | 0                 | 0                 |
| Miscellaneous Revenue                            | 0                 | 0                  | 0                 | 0                 |
| Use of Money or Property                         | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Program Revenue</b>            | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL PROGRAM REVENUE</b>                     | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>NON-PROGRAM REVENUE:</b>                      |                   |                    |                   |                   |
| Property Taxes                                   | 0                 | 0                  | 0                 | 0                 |
| Local Option Sales Tax                           | 0                 | 0                  | 0                 | 0                 |
| Other Taxes, Licenses, & Permits                 | 0                 | 0                  | 0                 | 0                 |
| Fines, Forfeits, & Penalties                     | 0                 | 0                  | 0                 | 0                 |
| Compensation From Property                       | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL NON-PROGRAM REVENUE</b>                 | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TRANSFERS FROM OTHER FUNDS AND UNITS:</b>     | <b>0</b>          | <b>109,417</b>     | <b>162,692</b>    | <b>193,390</b>    |
| <b>TOTAL REVENUE AND TRANSFERS</b>               | <b>0</b>          | <b>109,417</b>     | <b>162,692</b>    | <b>193,390</b>    |



## 64 Sports Authority-Financial

**Reminder:** Some classifications were deleted and new classifications (class number 10000 and above) were added to implement the 2002 Reclassification Study & Pay Plan. Many of the class changes from FY 2001 to FY 2002 were due to implementing that Study.

|   |              |      | FY 2001          |                 | FY 2002          |                 | FY 2003          |                 |
|---|--------------|------|------------------|-----------------|------------------|-----------------|------------------|-----------------|
| <u>Class</u>                                | <u>Grade</u> |      | <u>Bud. Pos.</u> | <u>Bud. FTE</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> |
| <b>64 Sports Authority - GSD Fund 10101</b> |              |      |                  |                 |                  |                 |                  |                 |
| Administrative Services Officer 3           | 7244         | SR10 | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Sports Authority Exec Director              | 7971         | N/A  | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| <b>Total Positions &amp; FTE</b>            |              |      | <b>2</b>         | <b>2.0</b>      | <b>2</b>         | <b>2.0</b>      | <b>2</b>         | <b>2.0</b>      |

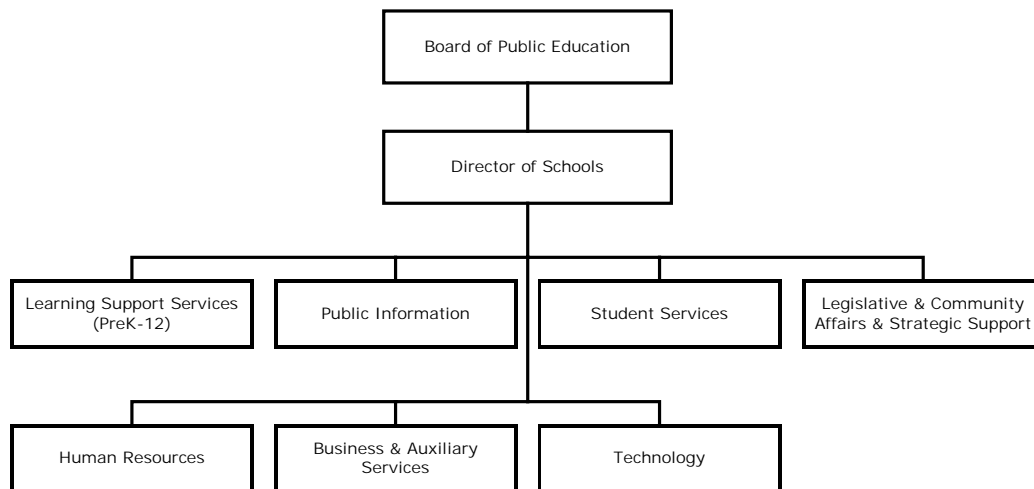


# 80 Board of Public Education Fund - At a Glance

| <b>Vision</b>                      | Our vision is to become the top-performing school district in the nation.  |                             |                             |                |                |                                    |  |  |  |                  |               |               |               |                       |                   |                   |                   |                           |                             |                             |                             |                                |  |  |  |                              |             |             |             |                   |             |             |             |                       |                  |                  |                  |                              |                             |                             |                             |                     |             |             |             |           |                |                |                |                       |                             |                             |                             |  |  |
|------------------------------------|--|-----------------------------|-----------------------------|----------------|----------------|------------------------------------|--|--|--|------------------|---------------|---------------|---------------|-----------------------|-------------------|-------------------|-------------------|---------------------------|-----------------------------|-----------------------------|-----------------------------|--------------------------------|--|--|--|------------------------------|-------------|-------------|-------------|-------------------|-------------|-------------|-------------|-----------------------|------------------|------------------|------------------|------------------------------|-----------------------------|-----------------------------|-----------------------------|---------------------|-------------|-------------|-------------|-----------|----------------|----------------|----------------|-----------------------|-----------------------------|-----------------------------|-----------------------------|--|--|
| <b>Mission</b>                     | Our purpose is to do whatever it takes for all students to acquire the knowledge and skills to become productive, responsible citizens.  |                             |                             |                |                |                                    |  |  |  |                  |               |               |               |                       |                   |                   |                   |                           |                             |                             |                             |                                |  |  |  |                              |             |             |             |                   |             |             |             |                       |                  |                  |                  |                              |                             |                             |                             |                     |             |             |             |           |                |                |                |                       |                             |                             |                             |  |  |
| <b>Budget Summary</b>              | <table> <tr> <th></th><th><u>2000-01</u></th><th><u>2001-02</u></th><th><u>2002-03</u></th></tr> <tr> <td><b>Expenditures and Transfers:</b></td><td></td><td></td><td></td></tr> <tr> <td>GSD General Fund</td><td>\$407,626,464</td><td>\$455,110,420</td><td>\$477,600,000</td></tr> <tr> <td>Special purpose funds</td><td><u>59,596,725</u></td><td><u>60,002,569</u></td><td><u>66,392,310</u></td></tr> <tr> <td><b>Total Expenditures</b></td><td><b><u>\$467,223,189</u></b></td><td><b><u>\$515,112,989</u></b></td><td><b><u>\$543,992,310</u></b></td></tr> <tr> <td><b>Revenues and Transfers:</b></td><td></td><td></td><td></td></tr> <tr> <td>Charges, Commissions, &amp; Fees</td><td>\$2,705,548</td><td>\$2,818,095</td><td>\$2,822,095</td></tr> <tr> <td>Other Governments</td><td>140,714,120</td><td>146,954,078</td><td>147,006,614</td></tr> <tr> <td>Other Program Revenue</td><td><u>2,971,235</u></td><td><u>2,329,829</u></td><td><u>1,889,501</u></td></tr> <tr> <td><b>Total Program Revenue</b></td><td><b><u>\$146,390,903</u></b></td><td><b><u>\$152,102,002</u></b></td><td><b><u>\$151,718,210</u></b></td></tr> <tr> <td>Non-program Revenue</td><td>260,306,820</td><td>313,903,369</td><td>322,128,720</td></tr> <tr> <td>Transfers</td><td><u>928,741</u></td><td><u>828,587</u></td><td><u>828,587</u></td></tr> <tr> <td><b>Total Revenues</b></td><td><b><u>\$407,626,464</u></b></td><td><b><u>\$466,833,958</u></b></td><td><b><u>\$474,675,517</u></b></td></tr> </table> |                             | <u>2000-01</u>              | <u>2001-02</u> | <u>2002-03</u> | <b>Expenditures and Transfers:</b> |  |  |  | GSD General Fund | \$407,626,464 | \$455,110,420 | \$477,600,000 | Special purpose funds | <u>59,596,725</u> | <u>60,002,569</u> | <u>66,392,310</u> | <b>Total Expenditures</b> | <b><u>\$467,223,189</u></b> | <b><u>\$515,112,989</u></b> | <b><u>\$543,992,310</u></b> | <b>Revenues and Transfers:</b> |  |  |  | Charges, Commissions, & Fees | \$2,705,548 | \$2,818,095 | \$2,822,095 | Other Governments | 140,714,120 | 146,954,078 | 147,006,614 | Other Program Revenue | <u>2,971,235</u> | <u>2,329,829</u> | <u>1,889,501</u> | <b>Total Program Revenue</b> | <b><u>\$146,390,903</u></b> | <b><u>\$152,102,002</u></b> | <b><u>\$151,718,210</u></b> | Non-program Revenue | 260,306,820 | 313,903,369 | 322,128,720 | Transfers | <u>928,741</u> | <u>828,587</u> | <u>828,587</u> | <b>Total Revenues</b> | <b><u>\$407,626,464</u></b> | <b><u>\$466,833,958</u></b> | <b><u>\$474,675,517</u></b> |  |  |
|                                    | <u>2000-01</u>   | <u>2001-02</u>              | <u>2002-03</u>              |                |                |                                    |  |  |  |                  |               |               |               |                       |                   |                   |                   |                           |                             |                             |                             |                                |  |  |  |                              |             |             |             |                   |             |             |             |                       |                  |                  |                  |                              |                             |                             |                             |                     |             |             |             |           |                |                |                |                       |                             |                             |                             |  |  |
| <b>Expenditures and Transfers:</b> |  |                             |                             |                |                |                                    |  |  |  |                  |               |               |               |                       |                   |                   |                   |                           |                             |                             |                             |                                |  |  |  |                              |             |             |             |                   |             |             |             |                       |                  |                  |                  |                              |                             |                             |                             |                     |             |             |             |           |                |                |                |                       |                             |                             |                             |  |  |
| GSD General Fund                   | \$407,626,464  | \$455,110,420               | \$477,600,000               |                |                |                                    |  |  |  |                  |               |               |               |                       |                   |                   |                   |                           |                             |                             |                             |                                |  |  |  |                              |             |             |             |                   |             |             |             |                       |                  |                  |                  |                              |                             |                             |                             |                     |             |             |             |           |                |                |                |                       |                             |                             |                             |  |  |
| Special purpose funds              | <u>59,596,725</u>  | <u>60,002,569</u>           | <u>66,392,310</u>           |                |                |                                    |  |  |  |                  |               |               |               |                       |                   |                   |                   |                           |                             |                             |                             |                                |  |  |  |                              |             |             |             |                   |             |             |             |                       |                  |                  |                  |                              |                             |                             |                             |                     |             |             |             |           |                |                |                |                       |                             |                             |                             |  |  |
| <b>Total Expenditures</b>          | <b><u>\$467,223,189</u></b>  | <b><u>\$515,112,989</u></b> | <b><u>\$543,992,310</u></b> |                |                |                                    |  |  |  |                  |               |               |               |                       |                   |                   |                   |                           |                             |                             |                             |                                |  |  |  |                              |             |             |             |                   |             |             |             |                       |                  |                  |                  |                              |                             |                             |                             |                     |             |             |             |           |                |                |                |                       |                             |                             |                             |  |  |
| <b>Revenues and Transfers:</b>     |  |                             |                             |                |                |                                    |  |  |  |                  |               |               |               |                       |                   |                   |                   |                           |                             |                             |                             |                                |  |  |  |                              |             |             |             |                   |             |             |             |                       |                  |                  |                  |                              |                             |                             |                             |                     |             |             |             |           |                |                |                |                       |                             |                             |                             |  |  |
| Charges, Commissions, & Fees       | \$2,705,548  | \$2,818,095                 | \$2,822,095                 |                |                |                                    |  |  |  |                  |               |               |               |                       |                   |                   |                   |                           |                             |                             |                             |                                |  |  |  |                              |             |             |             |                   |             |             |             |                       |                  |                  |                  |                              |                             |                             |                             |                     |             |             |             |           |                |                |                |                       |                             |                             |                             |  |  |
| Other Governments                  | 140,714,120  | 146,954,078                 | 147,006,614                 |                |                |                                    |  |  |  |                  |               |               |               |                       |                   |                   |                   |                           |                             |                             |                             |                                |  |  |  |                              |             |             |             |                   |             |             |             |                       |                  |                  |                  |                              |                             |                             |                             |                     |             |             |             |           |                |                |                |                       |                             |                             |                             |  |  |
| Other Program Revenue              | <u>2,971,235</u>   | <u>2,329,829</u>            | <u>1,889,501</u>            |                |                |                                    |  |  |  |                  |               |               |               |                       |                   |                   |                   |                           |                             |                             |                             |                                |  |  |  |                              |             |             |             |                   |             |             |             |                       |                  |                  |                  |                              |                             |                             |                             |                     |             |             |             |           |                |                |                |                       |                             |                             |                             |  |  |
| <b>Total Program Revenue</b>       | <b><u>\$146,390,903</u></b>  | <b><u>\$152,102,002</u></b> | <b><u>\$151,718,210</u></b> |                |                |                                    |  |  |  |                  |               |               |               |                       |                   |                   |                   |                           |                             |                             |                             |                                |  |  |  |                              |             |             |             |                   |             |             |             |                       |                  |                  |                  |                              |                             |                             |                             |                     |             |             |             |           |                |                |                |                       |                             |                             |                             |  |  |
| Non-program Revenue                | 260,306,820  | 313,903,369                 | 322,128,720                 |                |                |                                    |  |  |  |                  |               |               |               |                       |                   |                   |                   |                           |                             |                             |                             |                                |  |  |  |                              |             |             |             |                   |             |             |             |                       |                  |                  |                  |                              |                             |                             |                             |                     |             |             |             |           |                |                |                |                       |                             |                             |                             |  |  |
| Transfers                          | <u>928,741</u>   | <u>828,587</u>              | <u>828,587</u>              |                |                |                                    |  |  |  |                  |               |               |               |                       |                   |                   |                   |                           |                             |                             |                             |                                |  |  |  |                              |             |             |             |                   |             |             |             |                       |                  |                  |                  |                              |                             |                             |                             |                     |             |             |             |           |                |                |                |                       |                             |                             |                             |  |  |
| <b>Total Revenues</b>              | <b><u>\$407,626,464</u></b>  | <b><u>\$466,833,958</u></b> | <b><u>\$474,675,517</u></b> |                |                |                                    |  |  |  |                  |               |               |               |                       |                   |                   |                   |                           |                             |                             |                             |                                |  |  |  |                              |             |             |             |                   |             |             |             |                       |                  |                  |                  |                              |                             |                             |                             |                     |             |             |             |           |                |                |                |                       |                             |                             |                             |  |  |
| <b>Positions</b>                   | Total Budgeted Positions   | na                          | 7,526                       |                |                |                                    |  |  |  |                  |               |               |               |                       |                   |                   |                   |                           |                             |                             |                             |                                |  |  |  |                              |             |             |             |                   |             |             |             |                       |                  |                  |                  |                              |                             |                             |                             |                     |             |             |             |           |                |                |                |                       |                             |                             |                             |  |  |
| <b>Contacts</b>                    | Dir. of Public Education: Dr. Pedro E. Garcia    email: pgarcia@mnps.org<br>2601 Bransford Avenue 37204    Phone: 259-8419    FAX: 259-8418  |                             |                             |                |                |                                    |  |  |  |                  |               |               |               |                       |                   |                   |                   |                           |                             |                             |                             |                                |  |  |  |                              |             |             |             |                   |             |             |             |                       |                  |                  |                  |                              |                             |                             |                             |                     |             |             |             |           |                |                |                |                       |                             |                             |                             |  |  |

This component unit's budget is presented here for information only, and is not subject to line-item modification by the Council.

## Organizational Structure



# 80 Board of Public Education Fund - At a Glance

## Budget Highlights FY 2003

The Student-Based Budget represents the closest thing to "performance-based" or "zero-based" budgeting that the school system has ever done. This thoughtful process asks tough questions about every expenditure: How does it help more than 69,000 children in Metro Schools learn what they need to know and what they need to be able to do? How does it help our Principals lead our 129 schools? How does it help approximately 5,500 full-time teachers do their best work? Some traditional expenditures failed this test, thereby, freeing-up moneys for more important educational purposes.

The \$477.6 million Student-Based Budget reflects the fact that Reading is the foundation of all learning: Children in our youngest grades must first learn to read. Then, in the higher grades students must read to learn. Among other aims, the Student-Based Budget is the key to our plan to achieve success in Reading. For example, the Student-Based Budget lets us put a Reading Specialist in every elementary school for the very first time.

### Increase School Resources – Total Additional Costs \$6,872,759

Educational Rationale: Principals and teachers have had limited resources provided by the system to purchase the materials and supplies they need for an effective educational program. Often they have to spend valuable time raising money rather than improving achievement. By providing additional resources, we can give them the time to focus on desired educational outcomes.

- Hire a reading specialist at each elementary school +\$4,584,084
- Expand and improve services for English Language Learners (ELL) Students (\$2,843,756)
- Provide focus on achievement program in 70 schools +\$1,500,000
- Purchase leveled/shared reading books for each elementary school +\$1,035,000
- Increase administrative supplies for principals +\$623,829
- Increase allocation for library materials +\$560,000
- Increase site supply budgets to \$25 per PreK-12 Student +\$517,342
- Increase academic intervention funds +\$375,000
- Add a library clerk in schools that have lost a librarian +\$276,260
- Increase funding to continue project Starfish +\$125,000
- Increase non-academic interventions for high need students +\$100,000
- Provide resources for GED requirements +\$20,000

### Improve The Opening of School and Increase Time on Task – Total Additional Cost \$1,409,448

Educational Rationale: All parts of the system need to be focused on having students in school on time from the first day of school to the last. Metropolitan Nashville Public Schools (MNPS) must provide the resources and personnel for this to occur.

- Add 20 bus drivers to get students to school on time +\$681,640
- Provide extra work days for counselors +\$275,204
- Provide programs to increase student attendance rates +\$100,000
- Increase allocation for parts to repair buses +\$87,549
- Provide pre-service education for new teachers +\$80,000
- Improve communication to parents regarding the opening of school +\$47,600
- Add 5 workdays to K-8 secretaries/bookkeepers positions +\$73,990
- Add 20 days to the principals' contract – opening new schools +\$28,454
- Increase Administrative Information Management System (AIMS) clerks work year by 10 days +\$25,011
- Purchase new cumulative folders for students +\$10,000

### Reallocation of Personnel and Budgets to provide more resources for needed programs – Total Central Office Reductions (\$984,047)

Educational Rationale: All resources need to be re-examined and re-focused on achieving desired educational outcomes. In order to gain the resources for needed services, we cannot continue to do what we have always done if we are to get different results. Reductions at all levels need to occur.

- Eliminate three Central Office Reading Coaches (\$266,284)
- Eliminate some Library Resources/Media Personnel at Waverly Belmont (\$220,452)
- Reduce Vocational Education Support staff (\$146,018)
- Eliminate Director of Support Personnel (Human Resources) (\$91,662)
- Eliminate Magnet Coordinator (\$78,216)
- Reduce 1 Transportation Supervisor's position (\$52,499)
- Eliminate 2 Central Office Word Processing positions (\$43,646)
- Reduce 1 Bookbindery position (\$37,700)
- Reduce 1 position in the Records Center (\$27,570)
- Reduce Publications Budget for Magnet Schools (\$20,000)

### School Reallocations – Total Estimated Savings \$13,926,669

Provide middle and high school staffing formulas to ensure fairness in number of teachers and more equal program opportunities for students at every school. Work with principals to improve educational opportunities through more effective master scheduling (\$7,320,386).

- Eliminate regular education elementary educational assistants paid for out of the operating budget (\$3,260,166)
- Reduce Vocational Education staff (\$738,453)
- Eliminate School Swap accounts (\$763,851)

# 80 Board of Public Education Fund - At a Glance

- Allocate counselors per a formula (\$716,048)
- Allocate number of Librarians at schools by a formula (\$480,632)
- Reduce Substitute account (\$476,376)
- Eliminate 3 English Language Learners (ELL) Counselors (\$170,757)

## **Changes in Curricular Programs – Total Additions \$1,078,068**

Educational Rationale: Our students have a wide variety of needs that require us to re-examine what we are providing to ensure their success. If we are to make more students successful, we must re-examine existing programs and provide additional opportunities for students. We also need to increase access to programs across the system.

- Provide additional Montessori School +\$897,740
- Begin Renaissance School +\$500,000
- Redistribute funding for schools for Thought Program (\$375,921)
- Continue, but do not expand project GRAD (\$153,751)
- Provide funding – International Baccalaureate program in three clusters +\$120,000
- Begin implementation of Advance Via Individual Determination (AVID) program +\$60,000
- Begin Professional Development School +\$30,000

## **Safety and Security – Total Additional Costs +\$3,333,116**

Educational Rationale: We need to ensure the safety of all students so that they can focus on learning. Additionally, we need to use our certified staff more effectively so that their efforts can be focused on the instructional program while support staff augments supervision of the campuses.

- Provide campus supervisors in 5-12 schools +\$3,195,600
- Reduce 4 High School Assistant Principals (\$304,038)
- Purchase 300 Walkie Talkies +\$210,000
- Provide noon-duty supervisors at elementary schools +\$237,882
- Limit schools to one In-School Suspension (ISS) monitor at high schools/eliminate ISS monitors in elementary schools (\$191,840)
- Purchase card key access system for central office +\$113,860
- Add educational assistants +\$71,652

## **Instructional Technology – Total Additional Costs +\$1,435,369**

Educational Rationale: We need to prepare students for the 21<sup>st</sup> Century by having the latest technology available. Having more technology available increases the need for technological support. Additionally, we need to update the technological resources to support the business, personnel, and infrastructure needs of Metropolitan Nashville Public Schools (MNPS).

## **Improve Maintenance of District Schools – Total Additional Costs +\$394,295**

Educational Rationale: MNPS have many facilities that are not maintained at the level desired. All of our students should learn in a clean and attractive facility.

- Increase grass mowing and trimming +\$342,295
- Add 13 custodial positions +\$317,000
- Create a 2<sup>nd</sup> shift at the maintenance department (\$265,000)

## **Efficiency of Personnel-Providing Better Services to Students – Total Additional Costs +\$86,700**

Educational Rationale: We must provide staff with the tools they need to serve students more effectively and prevent the hiring of additional staff.

- Provide laptop computers for student services +\$86,700

## **Employee Satisfaction – Total Additional Costs +\$1,970,000**

Educational Rationale: MNPS want to attract, train, and retain highly qualified employees.

- Provide supplementary teacher pay +\$1,000,000
- Partially implement teacher incentive pay if negotiated +\$870,000
- Improve employee recognition programs +\$50,000
- Increase recruitment efforts +\$50,000

## **Additional strategies to increase resources and efficiency – Total Estimated Savings -\$1,739,676**

Educational Rationale: Finding additional ways to increase resources and efficiency of the system allows MNPS to focus dollars on the instructional program.

- Collect Medicaid reimbursement (\$1,120,000)
- Reduce the budget for heating by 10% (\$581,852)
- Reduce utility expenditures-P.C. (\$296,000)
- Reduce supply center inventory (\$200,000)
- Outsource some bus maintenance +\$110,159
- Provide board training-policy governance +\$100,000
- Transfer the costs of the senior accountant and clerk in the Benefits Office to Operations Fund +\$93,179
- Fund all Central Office printing through the print shop +\$85,000
- Provide \$5,000 stipends to 15 mentor principals +\$83,288
- Increase two-way communications with key constituencies +\$35,000
- Continue to implement Book Collection policy (\$33,500)
- Eliminate NSBA one-time contract (\$32,960)
- Build mutual trust and confidence between Metro Schools and the communities served by the district +\$10,500

# 80 Board of Public Education Fund - At a Glance

- Increase stakeholder ownership in the school system and in individual schools +\$17,510
- Do not identify additional resources to sustain leadership academy (\$5,000)
- Do not hire mail sorter (\$5,000)

## **Accountability – Total Additional Costs \$103,300**

Educational Rationale: The strategic plan has numerous targets that must be measured by surveys if the system is to be held accountable for measuring progress.

- Provide for strategic plan survey instruments and mailing +\$103,300

## **Overview**

### **LEARNING SUPPORT SERVICES (PREK-12)**

Learning Support Services (PreK-12) Division provides overall direction of academic program.

### **PUBLIC INFORMATION**

Public Information Division manages internal and external communications programs.

### **STUDENT SERVICES**

Student Services Division manages the overall safety and security, student discipline, guidance, psychology, and adult/community education and related activities.

### **LEGISLATIVE AND COMMUNITY AFFAIRS AND STRATEGIC SUPPORT**

Legislative and Community Affairs and Strategic Support Division maintains liaison with legislative activities and represents Board interest with legislative bodies.

### **HUMAN RESOURCES**

Human Resources Division recruits and manages the employee resources of the school system.

### **BUSINESS AND AUXILIARY SERVICES**

Business and Auxiliary Services Division manages the fiscal, transportation, construction, operations, maintenance, employee benefits and food service programs of the school.

### **TECHNOLOGY**

The Technology Division manages the operation and implementation of technology strategies for operational and strategies for operational and instructional purposes.

# 80 Board of Public Education Fund - Performance

## Performance

Through a productive strategic planning process, Metropolitan Nashville Public Schools has developed a comprehensive plan that will ensure excellence in Nashville's schools.

During this process, eight strategic directives were derived, and consist of the following:

1. Maximize each and every student's learning and eliminate achievement disparities that exist among different student groups.
2. Provide a safe/secure and nurturing environment.

3. Manage fiscal and physical resources to get the most effective uses of the dollars available.
4. Strengthen parental/community ownership of the school system and their commitment to its success.
5. Value and respect the diversity in our schools and community.
6. Earn the trust and confidence of stakeholders through timely two-way channels of communication.
7. Govern and manage the school system by focusing on results.
8. Attract, train, and retain a highly qualified staff.

Specific information regarding performance indicators for each directive can be found at [www.mnps.org](http://www.mnps.org)

## 80 Board of Public Education Fund - Financial

| <b>Description of Function</b> | <b>2000-2001<br/>Budget</b> | <b>2000-2001 Actual<br/>Expenditures and<br/>Encumbrances</b> | <b>2001-2002<br/>Approved Budget</b> | <b>2002-2003<br/>Proposed<br/>Budget</b> |
|--------------------------------|-----------------------------|---|--------------------------------------|--|
| Administration                 | \$ 4,475,767                | \$ 4,484,744  | \$ 5,312,157                         | \$ 6,714,436                             |
| Instruction                    | 299,825,844                 | 294,088,630   | 329,756,170                          | 352,847,539                              |
| Attendance                     | 2,102,323                   | 2,089,244   | 2,420,088                            | 2,577,818                                |
| Transportation                 | 18,646,945                  | 18,728,354  | 21,358,960                           | 23,254,989                               |
| Operation of Plant             | 39,926,543                  | 39,380,258  | 42,158,016                           | 44,208,723                               |
| Maintenance of Plant           | 11,120,410                  | 11,037,718  | 12,384,694                           | 13,687,573                               |
| Fixed Charges                  | 9,861,597                   | 9,740,377   | 12,500,606                           | 12,397,571                               |
| Community Services             | 978,224                     | 910,531   | 1,001,182                            | 1,067,441                                |
| Capital Outlay                 | <u>966,016</u>              | <u>965,404</u>  | <u>1,349,493</u>                     | <u>1,474,856</u>                         |
| Operational Budget Subtotal    | \$387,903,669               | \$381,425,260   | \$428,241,366                        | \$458,230,946                            |
| Categorical Non-Operating Fund | 3,369,054                   | 2,814,223   | 3,369,054                            | 3,369,054                                |
| Commitment to Excellence Fund  | <u>16,353,741</u>           | <u>16,206,631</u>   | <u>16,000,000</u>                    | <u>16,000,000</u>                        |
| Total General Operational Fund | \$407,626,464               | \$400,446,114   | \$447,610,420                        | \$477,600,000                            |
| State and Federal Grants Fund  | 35,800,000                  | 30,744,295  | 35,800,000                           | 40,800,000                               |
| Food Service Fund              | <u>23,796,725</u>           | <u>22,182,962</u>   | <u>24,202,569</u>                    | <u>25,592,310</u>                        |
| Total All Schools Funds        | <u><u>\$467,223,189</u></u> | <u><u>\$453,373,371</u></u>                                   | <u><u>\$507,612,989</u></u>          | <u><u>\$543,992,310</u></u>              |

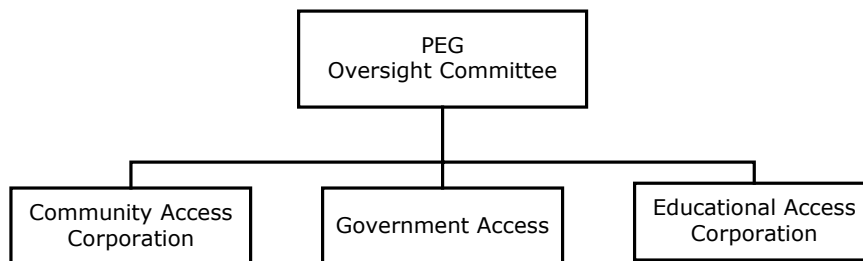


# 34100 Public, Education, Government Fund-At a Glance

|                       |   |                |                  |                  |
|-----------------------|---|----------------|------------------|------------------|
| <b>Mission</b>        | Allocation of bandwidth and financial resources among the Public, Educational and Governmental Access partners.   |                |                  |                  |
| <b>Budget Summary</b> |   | <b>2000-01</b> | <b>2001-02</b>   | <b>2002-03</b>   |
|                       | <b>Expenditures and Transfers:</b>  |                |                  |                  |
|                       | PEG Fund  | \$0            | \$609,746        | \$397,764        |
|                       | <b>Total Expenditures</b>   | <b>\$0</b>     | <b>\$609,746</b> | <b>\$397,764</b> |
|                       | <b>Revenues and Transfers:</b>  |                |                  |                  |
|                       | Charges, Commissions, & Fees  | \$0            | \$0              | \$0              |
|                       | Other Governments   | 0              | 0                | 0                |
|                       | Other Program Revenue   | 0              | 36,000           | 20,000           |
|                       | <b>Total Program Revenue</b>  | <b>\$0</b>     | <b>\$36,000</b>  | <b>\$20,000</b>  |
|                       | Non-program Revenue   | 0              | 367,000          | 377,764          |
|                       | Transfers   | 0              | 0                | 0                |
|                       | <b>Total Revenues</b>   | <b>\$0</b>     | <b>\$403,000</b> | <b>\$397,764</b> |
| <b>Positions</b>      | Total Budgeted Positions  | 0              | 0                | 0                |
| <b>Contacts</b>       | <div> <div>Director: Dave Goetz</div> <div>email: dave.goetz@tennbiz.org</div> <div>Financial Manager: Mark Lynam</div> <div>email: mark.lynam@nashville.gov</div> <div>Howard Office Building 37210</div> <div>Phone: 862-6300    FAX: 862-6288</div> </div> |                |                  |                  |

This component unit's budget is presented here for information only, and is not subject to line-item modification by the Council.

## Organizational Structure



# 34100 Public, Education, Government Fund-At a Glance

## Overview

### **PUBLIC, EDUCATIONAL, and GOVERNMENTAL ACCESS (PEG)**

The Public, Education, Government Fund holds regular meetings to act upon business matters presented by the PEG partners (Community Access Corporation, Ed Access Corporation, and Government Access Television).

### **COMMUNITY ACCESS CORPORATION**

The purpose of the Community Access Corporation (CAC) is to insure that the public access and other community channels are governed so that they are free of censorship except as necessary to comply with any FCC regulations.

### **GOVERNMENT ACCESS**

Nashville's Government Access Channel is operated by the Metropolitan Government of Nashville and Davidson County and is a division of the Information Systems Department.

### **EDUCATIONAL ACCESS CORPORATION**

Nashville's public television station (WNPT) currently operates cable channels 9 and 10 under agreement with the PEG committee.

PERFORMANCE MEASURES ARE IN THE DEVELOPMENT STAGE

# 34100 Public, Education, Government Fund-Financial

## Metro Information Systems Public & Gov't Access TV

| EXPENSE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>OPERATING EXPENSE:</b>                        |                   |                    |                   |                   |
| <b>PERSONAL SERVICES:</b>                        |                   |                    |                   |                   |
| Salary Expense                                   | 0                 | 0                  | 0                 | 0                 |
| Fringe Benefits                                  | 0                 | 0                  | 0                 | 0                 |
| Per Diem & Other Fees                            | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL PERSONAL SERVICES</b>                   | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>OTHER SERVICES:</b>                           |                   |                    |                   |                   |
| Utilities  | 0                 | 0                  | 0                 | 0                 |
| Professional Services                            | 0                 | 81,232             | 50,000            | 125,000           |
| Purchased Services                               | 0                 | 2,854              | 0                 | 1,690             |
| Travel   | 0                 | 0                  | 0                 | 0                 |
| Communications                                   | 0                 | 67                 | 100               | 100               |
| Printing   | 0                 | 422                | 0                 | 0                 |
| Advertising & Promotion                          | 0                 | 0                  | 0                 | 0                 |
| Subscriptions                                    | 0                 | 0                  | 0                 | 0                 |
| Tuition, Reg., & Membership Dues                 | 0                 | 0                  | 0                 | 0                 |
| Repairs & Maintenance Services                   | 0                 | 5,530              | 16,000            | 16,000            |
| Internal Service Fees                            | 0                 | 5,340              | 6,960             | 6,960             |
| <b>TOTAL OTHER SERVICES</b>                      | <b>0</b>          | <b>95,445</b>      | <b>73,060</b>     | <b>149,750</b>    |
| <b>OTHER EXPENSE:</b>                            |                   |                    |                   |                   |
| Supplies and Materials                           | 0                 | 58,963             | 5,200             | 7,600             |
| Misc. Other Expenses & Payments                  | 0                 | 0                  | 0                 | 0                 |
| Fixed Charges                                    | 0                 | 0                  | 1,000             | 1,000             |
| Licenses, Permits, & Fees                        | 0                 | 0                  | 0                 | 0                 |
| Taxes  | 0                 | 0                  | 0                 | 0                 |
| Grant Contributions & Awards                     | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL OTHER EXPENSE</b>                       | <b>0</b>          | <b>58,963</b>      | <b>6,200</b>      | <b>8,600</b>      |
| <b>PENSION, ANNUITY, DEBT, &amp; OTHER COSTS</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>EQUIPMENT, BUILDINGS, &amp; LAND</b>          | <b>0</b>          | <b>170,255</b>     | <b>365,142</b>    | <b>174,070</b>    |
| <b>SPECIAL PROJECTS</b>                          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL OPERATING EXPENSE</b>                   | <b>0</b>          | <b>324,663</b>     | <b>444,402</b>    | <b>332,420</b>    |
| <b>TRANSFERS TO OTHER FUNDS &amp; UNITS:</b>     | <b>0</b>          | <b>65,344</b>      | <b>165,344</b>    | <b>65,344</b>     |
| <b>TOTAL EXPENSE AND TRANSFERS</b>               | <b>0</b>          | <b>390,007</b>     | <b>609,746</b>    | <b>397,764</b>    |

# 34100 Public, Education, Government Fund-Financial

## Metro Information Systems Public & Gov't Access TV

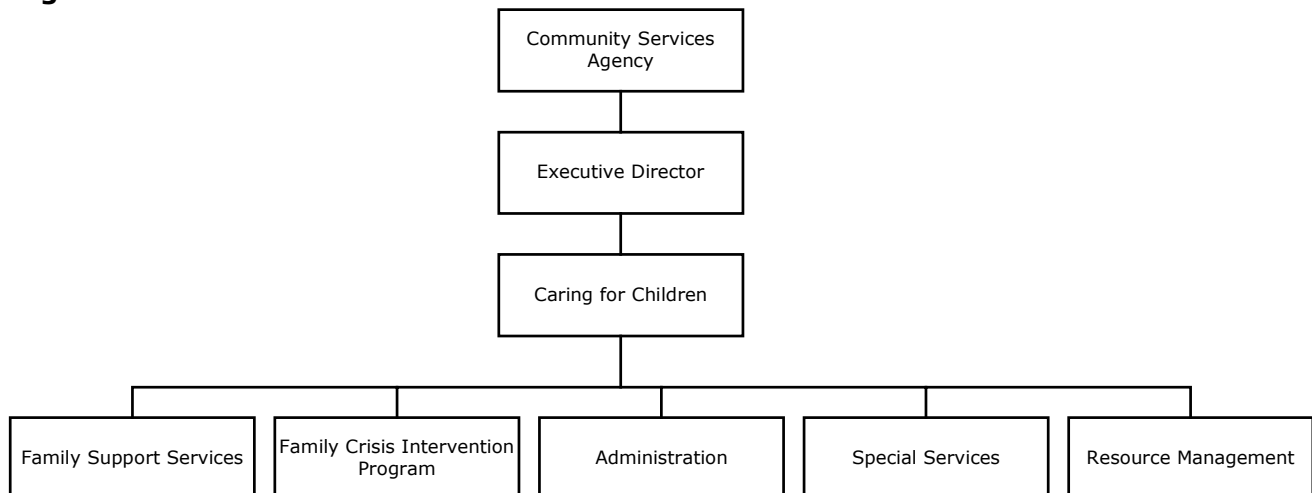
|  | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>REVENUE AND TRANSFERS</b>                     |                   |                    |                   |                   |
| <b>PROGRAM REVENUE:</b>                          |                   |                    |                   |                   |
| <b>Charges, Commissions, &amp; Fees</b>          |                   |                    |                   |                   |
| Charges For Current Services                     | 0                 | 0                  | 0                 | 0                 |
| Commissions and Fees                             | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Charges, Commissions, &amp; Fees</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>Other Governments &amp; Agencies</b>          |                   |                    |                   |                   |
| Federal Direct                                   | 0                 | 0                  | 0                 | 0                 |
| Federal Through State                            | 0                 | 0                  | 0                 | 0                 |
| Federal Through Other Pass-Through               | 0                 | 0                  | 0                 | 0                 |
| State Direct                                     | 0                 | 0                  | 0                 | 0                 |
| Other Government Agencies                        | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Governments &amp; Agencies</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>Other Program Revenue</b>                     |                   |                    |                   |                   |
| Contributions and Gifts                          | 0                 | 0                  | 0                 | 0                 |
| Miscellaneous Revenue                            | 0                 | 0                  | 0                 | 0                 |
| Use of Money or Property                         | 0                 | 36,908             | 36,000            | 20,000            |
| <b>Subtotal Other Program Revenue</b>            | <b>0</b>          | <b>36,908</b>      | <b>36,000</b>     | <b>20,000</b>     |
| <b>TOTAL PROGRAM REVENUE</b>                     | <b>0</b>          | <b>36,908</b>      | <b>36,000</b>     | <b>20,000</b>     |
| <b>NON-PROGRAM REVENUE:</b>                      |                   |                    |                   |                   |
| Property Taxes                                   | 0                 | 0                  | 0                 | 0                 |
| Local Option Sales Tax                           | 0                 | 0                  | 0                 | 0                 |
| Other Taxes, Licenses, & Permits                 | 0                 | 634,667            | 367,000           | 377,764           |
| Fines, Forfeits, & Penalties                     | 0                 | 0                  | 0                 | 0                 |
| Compensation From Property                       | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL NON-PROGRAM REVENUE</b>                 | <b>0</b>          | <b>634,667</b>     | <b>367,000</b>    | <b>377,764</b>    |
| <b>TRANSFERS FROM OTHER FUNDS AND UNITS:</b>     | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL REVENUE AND TRANSFERS</b>               | <b>0</b>          | <b>671,575</b>     | <b>403,000</b>    | <b>397,764</b>    |

THIS FUND DOES NOT HAVE POSITIONS

## 46 Caring for Children-At a Glance

|                                    |   |                           |                           |                |                |                                    |  |  |  |                  |     |     |           |                                |           |           |           |                           |                           |                           |                           |                                |  |  |   |                              |     |     |     |                   |           |           |           |                       |   |        |        |                              |                           |                           |                           |                     |   |   |   |           |   |   |   |                       |                           |                           |                           |  |  |  |
|------------------------------------|---|---------------------------|---------------------------|----------------|----------------|------------------------------------|--|--|--|------------------|-----|-----|-----------|--------------------------------|-----------|-----------|-----------|---------------------------|---------------------------|---------------------------|---------------------------|--------------------------------|--|--|---|------------------------------|-----|-----|-----|-------------------|-----------|-----------|-----------|-----------------------|---|--------|--------|------------------------------|---------------------------|---------------------------|---------------------------|---------------------|---|---|---|-----------|---|---|---|-----------------------|---------------------------|---------------------------|---------------------------|--|--|--|
| <b>Vision</b>                      | Caring for Children will lead the community in the elimination of state custody for our children.   |                           |                           |                |                |                                    |  |  |  |                  |     |     |           |                                |           |           |           |                           |                           |                           |                           |                                |  |  |   |                              |     |     |     |                   |           |           |           |                       |   |        |        |                              |                           |                           |                           |                     |   |   |   |           |   |   |   |                       |                           |                           |                           |  |  |  |
| <b>Mission</b>                     | Caring for Children’s mission is to protect children, families, and communities in Davidson County by preserving the family; by preventing children from entering state custody; by providing services, resources, and information to strengthen families.  |                           |                           |                |                |                                    |  |  |  |                  |     |     |           |                                |           |           |           |                           |                           |                           |                           |                                |  |  |   |                              |     |     |     |                   |           |           |           |                       |   |        |        |                              |                           |                           |                           |                     |   |   |   |           |   |   |   |                       |                           |                           |                           |  |  |  |
| <b>Budget Summary</b>              | <table><tr><td></td><td><u>2000-01</u></td><td><u>2001-02</u></td><td><u>2002-03</u></td></tr><tr><td><b>Expenditures and Transfers:</b></td><td></td><td></td><td></td></tr><tr><td>GSD General Fund</td><td>\$0</td><td>\$0</td><td>\$822,000</td></tr><tr><td>Community Services Agency Fund</td><td>3,310,800</td><td>5,344,352</td><td>5,341,701</td></tr><tr><td><b>Total Expenditures</b></td><td><u><b>\$3,310,800</b></u></td><td><u><b>\$5,344,352</b></u></td><td><u><b>\$6,163,701</b></u></td></tr><tr><td><b>Revenues and Transfers:</b></td><td></td><td></td><td>0</td></tr><tr><td>Charges, Commissions, &amp; Fees</td><td>\$0</td><td>\$0</td><td>\$0</td></tr><tr><td>Other Governments</td><td>3,310,800</td><td>5,308,352</td><td>5,308,351</td></tr><tr><td>Other Program Revenue</td><td>0</td><td>36,000</td><td>36,000</td></tr><tr><td><b>Total Program Revenue</b></td><td><u><b>\$3,310,800</b></u></td><td><u><b>\$5,344,352</b></u></td><td><u><b>\$5,344,351</b></u></td></tr><tr><td>Non-program Revenue</td><td>0</td><td>0</td><td>0</td></tr><tr><td>Transfers</td><td>0</td><td>0</td><td>0</td></tr><tr><td><b>Total Revenues</b></td><td><u><b>\$3,310,800</b></u></td><td><u><b>\$5,344,352</b></u></td><td><u><b>\$5,344,351</b></u></td></tr></table> |                           | <u>2000-01</u>            | <u>2001-02</u> | <u>2002-03</u> | <b>Expenditures and Transfers:</b> |  |  |  | GSD General Fund | \$0 | \$0 | \$822,000 | Community Services Agency Fund | 3,310,800 | 5,344,352 | 5,341,701 | <b>Total Expenditures</b> | <u><b>\$3,310,800</b></u> | <u><b>\$5,344,352</b></u> | <u><b>\$6,163,701</b></u> | <b>Revenues and Transfers:</b> |  |  | 0 | Charges, Commissions, & Fees | \$0 | \$0 | \$0 | Other Governments | 3,310,800 | 5,308,352 | 5,308,351 | Other Program Revenue | 0 | 36,000 | 36,000 | <b>Total Program Revenue</b> | <u><b>\$3,310,800</b></u> | <u><b>\$5,344,352</b></u> | <u><b>\$5,344,351</b></u> | Non-program Revenue | 0 | 0 | 0 | Transfers | 0 | 0 | 0 | <b>Total Revenues</b> | <u><b>\$3,310,800</b></u> | <u><b>\$5,344,352</b></u> | <u><b>\$5,344,351</b></u> |  |  |  |
|                                    | <u>2000-01</u>  | <u>2001-02</u>            | <u>2002-03</u>            |                |                |                                    |  |  |  |                  |     |     |           |                                |           |           |           |                           |                           |                           |                           |                                |  |  |   |                              |     |     |     |                   |           |           |           |                       |   |        |        |                              |                           |                           |                           |                     |   |   |   |           |   |   |   |                       |                           |                           |                           |  |  |  |
| <b>Expenditures and Transfers:</b> |   |                           |                           |                |                |                                    |  |  |  |                  |     |     |           |                                |           |           |           |                           |                           |                           |                           |                                |  |  |   |                              |     |     |     |                   |           |           |           |                       |   |        |        |                              |                           |                           |                           |                     |   |   |   |           |   |   |   |                       |                           |                           |                           |  |  |  |
| GSD General Fund                   | \$0   | \$0                       | \$822,000                 |                |                |                                    |  |  |  |                  |     |     |           |                                |           |           |           |                           |                           |                           |                           |                                |  |  |   |                              |     |     |     |                   |           |           |           |                       |   |        |        |                              |                           |                           |                           |                     |   |   |   |           |   |   |   |                       |                           |                           |                           |  |  |  |
| Community Services Agency Fund     | 3,310,800   | 5,344,352                 | 5,341,701                 |                |                |                                    |  |  |  |                  |     |     |           |                                |           |           |           |                           |                           |                           |                           |                                |  |  |   |                              |     |     |     |                   |           |           |           |                       |   |        |        |                              |                           |                           |                           |                     |   |   |   |           |   |   |   |                       |                           |                           |                           |  |  |  |
| <b>Total Expenditures</b>          | <u><b>\$3,310,800</b></u>   | <u><b>\$5,344,352</b></u> | <u><b>\$6,163,701</b></u> |                |                |                                    |  |  |  |                  |     |     |           |                                |           |           |           |                           |                           |                           |                           |                                |  |  |   |                              |     |     |     |                   |           |           |           |                       |   |        |        |                              |                           |                           |                           |                     |   |   |   |           |   |   |   |                       |                           |                           |                           |  |  |  |
| <b>Revenues and Transfers:</b>     |   |                           | 0                         |                |                |                                    |  |  |  |                  |     |     |           |                                |           |           |           |                           |                           |                           |                           |                                |  |  |   |                              |     |     |     |                   |           |           |           |                       |   |        |        |                              |                           |                           |                           |                     |   |   |   |           |   |   |   |                       |                           |                           |                           |  |  |  |
| Charges, Commissions, & Fees       | \$0   | \$0                       | \$0                       |                |                |                                    |  |  |  |                  |     |     |           |                                |           |           |           |                           |                           |                           |                           |                                |  |  |   |                              |     |     |     |                   |           |           |           |                       |   |        |        |                              |                           |                           |                           |                     |   |   |   |           |   |   |   |                       |                           |                           |                           |  |  |  |
| Other Governments                  | 3,310,800   | 5,308,352                 | 5,308,351                 |                |                |                                    |  |  |  |                  |     |     |           |                                |           |           |           |                           |                           |                           |                           |                                |  |  |   |                              |     |     |     |                   |           |           |           |                       |   |        |        |                              |                           |                           |                           |                     |   |   |   |           |   |   |   |                       |                           |                           |                           |  |  |  |
| Other Program Revenue              | 0   | 36,000                    | 36,000                    |                |                |                                    |  |  |  |                  |     |     |           |                                |           |           |           |                           |                           |                           |                           |                                |  |  |   |                              |     |     |     |                   |           |           |           |                       |   |        |        |                              |                           |                           |                           |                     |   |   |   |           |   |   |   |                       |                           |                           |                           |  |  |  |
| <b>Total Program Revenue</b>       | <u><b>\$3,310,800</b></u>   | <u><b>\$5,344,352</b></u> | <u><b>\$5,344,351</b></u> |                |                |                                    |  |  |  |                  |     |     |           |                                |           |           |           |                           |                           |                           |                           |                                |  |  |   |                              |     |     |     |                   |           |           |           |                       |   |        |        |                              |                           |                           |                           |                     |   |   |   |           |   |   |   |                       |                           |                           |                           |  |  |  |
| Non-program Revenue                | 0   | 0                         | 0                         |                |                |                                    |  |  |  |                  |     |     |           |                                |           |           |           |                           |                           |                           |                           |                                |  |  |   |                              |     |     |     |                   |           |           |           |                       |   |        |        |                              |                           |                           |                           |                     |   |   |   |           |   |   |   |                       |                           |                           |                           |  |  |  |
| Transfers                          | 0   | 0                         | 0                         |                |                |                                    |  |  |  |                  |     |     |           |                                |           |           |           |                           |                           |                           |                           |                                |  |  |   |                              |     |     |     |                   |           |           |           |                       |   |        |        |                              |                           |                           |                           |                     |   |   |   |           |   |   |   |                       |                           |                           |                           |  |  |  |
| <b>Total Revenues</b>              | <u><b>\$3,310,800</b></u>   | <u><b>\$5,344,352</b></u> | <u><b>\$5,344,351</b></u> |                |                |                                    |  |  |  |                  |     |     |           |                                |           |           |           |                           |                           |                           |                           |                                |  |  |   |                              |     |     |     |                   |           |           |           |                       |   |        |        |                              |                           |                           |                           |                     |   |   |   |           |   |   |   |                       |                           |                           |                           |  |  |  |
| <b>Positions</b>                   | Total Budgeted Positions  | 45                        | 102                       | 115            |                |                                    |  |  |  |                  |     |     |           |                                |           |           |           |                           |                           |                           |                           |                                |  |  |   |                              |     |     |     |                   |           |           |           |                       |   |        |        |                              |                           |                           |                           |                     |   |   |   |           |   |   |   |                       |                           |                           |                           |  |  |  |
| <b>Contacts</b>                    | Executive Director: Audrey Corder   |                           |                           |                |                |                                    |  |  |  |                  |     |     |           |                                |           |           |           |                           |                           |                           |                           |                                |  |  |   |                              |     |     |     |                   |           |           |           |                       |   |        |        |                              |                           |                           |                           |                     |   |   |   |           |   |   |   |                       |                           |                           |                           |  |  |  |

### Organizational Structure



# 46 Caring for Children-At a Glance

## Budget Highlights FY 2003

- Extension of the Caring for Children program to increase family support services in the community  

|       |                  |
|-------|------------------|
|       | \$822,000        |
| Total | <u>\$822,000</u> |
- \* Beginning FY 03, Caring for Children will operate as a separate department from Social Services.
- \* The grant funding for the Community Services Agency is reported separately in this document. See financial pages.

## Overview

The Caring for Children (CFC) grant was increased by almost \$2 million dollars in FY 2002 with the addition of Family Support Services (FSS). FSS provides case management and services to all children at risk of entering State custody.

## CARING FOR CHILDREN

**Caring For Children Program** is designed to provide services to all non-custodial children in Davidson County who are at risk of entering State custody. The program accepts referrals from the Tennessee Department of Children's Services and the Davidson County Juvenile Court. The program also manages flexible funding for families. Staff members investigate over 3000 child protective services referrals from the state. When a family is assigned to a case manager, an action plan is developed that serves as a guideline to measure the progress of the family toward reducing the risks identified when the case was established.

The program is funded wholly by a grant from the Community Services Agency (CSA). The grant includes both federal and state funds which are granted to the CSA by the Tennessee Department of Children's Services.

**The YWCA Youth @ Work Grant** funds a position to offer additional employment training, educational opportunities and supportive services for youth in the Juvenile or Foster Care system or are referred as non-custodial cases through the Caring for Children program.

**The America's Promise** is a program funded by the State of Tennessee through the Davidson County

Community Services Agency (CSA) for the purpose of training the fellow in the area of community outreach and youth development.

## FAMILY SUPPORT SERVICES

Family Support Services provides quality services to children and families at risk of coming into State custody. The services are family focused and child-centered. The components are targeted case management that is a process that engages the family in a positive helping relationship, purchased services and flexible funding.

## FAMILY CRISIS INTERVENTION PROGRAM

Family Crisis Intervention Program (FCIP) is a legally mandated program designated to work specifically with unruly children (status offences i.e. running away, curfew violations, truancy, or not following reasonable commands of their parent or legal guardians and may be at risk of coming into State custody). FCIP will provide immediate response to the child and family with focus on the problem at hand in an effort to help the family through the crisis period. Staff works to stabilize the family and assist them in gathering resources to address needs and prevent further crisis.

## ADMINISTRATION

The Administration Unit is the management team that oversees the quality assurance and training responsibility of the agency as well as the day-to-day management of CFC. This team implements strategic planning goals and creates and implements all policy and procedural changes.

## SPECIAL SERVICES

The Special Services Unit handles non-custodial assessments, pre-dispositional reports and private party home studies referred by Juvenile Court. Assessments and reports supplied to the court are based on specific information that the court requests.

## RESOURCE MANAGEMENT

The Resource Management gatekeeps the fiscal responsibilities for the Department of Children's Services (DCS) specialized contracts and the flex funds accounts. This unit also monitors the provider contracts administered by CFC.

## 46 Caring for Children-Performance

| Objectives   | Performance Measures  | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|---|-------------------|--------------------|-------------------|-------------------|
| <b>CARING FOR CHILDREN</b>   |   |                   |                    |                   |                   |
| 1. Monitor the care of all Davidson County children referred to the program that is at risk of entering State custody.   | Number of children served                                     | 7,000             | 7,000              | 5,000             | 5,000             |
| <b>FAMILY SUPPORT SERVICES</b>   |   |                   |                    |                   |                   |
| 1. Provide quality, accountable family focused services to reduce the risks to children while keeping them safe in their community, empowering families to remain together.                                  | a. Number of children entering state custody                  | 1,125             | 1,125              | 972               | 827               |
|  | b. Total number of children served                            | 1,027             | 1,027              | 900               | 1,200             |
| <b>FAMILY CRISIS INTERVENTION PROGRAM</b>  |   |                   |                    |                   |                   |
| 1. Provide immediate response and intervention to the child and family, focusing on defusing the presenting problem while navigating the family through the crisis state.                                    | a. Number of children entering custody                        | 1,125             | 1,125              | 972               | 827               |
|  | b. Total number of children served                            | 600               | 600                | 950               | 1,200             |
| <b>ADMINISTRATION</b>  |   |                   |                    |                   |                   |
| 1. Establish and implement a system that ensures quality performance by employees so that they are equipped with the knowledge and skill level needed to perform effectively.                                | a. Employees having identified training as part of evaluation | 120               | 120                | 180               | 180               |
|  | b. Quality management audit case file review                  | 25                | 25                 | 100               | 100               |
|  | c. Management action strategic plan                           | 1                 | 1                  | 1                 | 1                 |
| <b>SPECIAL SERVICES</b>  |   |                   |                    |                   |                   |
| 1. Identify and coordinate community services ordered by Juvenile Court through non-custodial assessments and home studies.  | a. Total number of children served                            | 1,117             | 1,117              | 458               | 700               |
|  | b. Number of children entering state custody                  | 1,125             | 1,125              | 972               | 827               |
| <b>RESOURCE MANAGEMENT</b>   |   |                   |                    |                   |                   |
| 1. Manage fiscal resources for DCS and CFC. Gate keeps specialized contracts that allow services to be provided that may not directly need CFC staff. Provide centralized Intake for Juvenile Court and DCS. | Total number of children served                               | 345               | 345                | 900               | 900               |
| <b>Child Protective Services</b>   |   |                   |                    |                   |                   |
| 1. Investigate allegations of abuse and neglect and provide services to alleviate risks to children.   | a. Total number of children served                            | 3,477             | 3,477              | 1,700             | na                |
|  | b. Number of children entering state custody                  | 1,125             | 1,125              | na                | na                |

## 46 Caring for Children-Financial

### Caring for Children GSD General Fund

| EXPENSE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>OPERATING EXPENSE:</b>                        |                   |                    |                   |                   |
| <b>PERSONAL SERVICES:</b>                        |                   |                    |                   |                   |
| Salary Expense                                   | 0                 | 0                  | 0                 | 464,998           |
| Fringe Benefits                                  | 0                 | 0                  | 0                 | 100,147           |
| Per Diem & Other Fees                            | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL PERSONAL SERVICES</b>                   | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>565,145</b>    |
| <b>OTHER SERVICES:</b>                           |                   |                    |                   |                   |
| Utilities  | 0                 | 0                  | 0                 | 0                 |
| Professional Services                            | 0                 | 0                  | 0                 | 0                 |
| Purchased Services                               | 0                 | 0                  | 0                 | 225,000           |
| Travel   | 0                 | 0                  | 0                 | 12,000            |
| Communications                                   | 0                 | 0                  | 0                 | 0                 |
| Printing   | 0                 | 0                  | 0                 | 0                 |
| Advertising & Promotion                          | 0                 | 0                  | 0                 | 0                 |
| Subscriptions                                    | 0                 | 0                  | 0                 | 0                 |
| Tuition, Reg., & Membership Dues                 | 0                 | 0                  | 0                 | 2,000             |
| Repairs & Maintenance Services                   | 0                 | 0                  | 0                 | 0                 |
| Internal Service Fees                            | 0                 | 0                  | 0                 | 14,400            |
| <b>TOTAL OTHER SERVICES</b>                      | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>253,400</b>    |
| <b>OTHER EXPENSE:</b>                            |                   |                    |                   |                   |
| Supplies and Materials                           | 0                 | 0                  | 0                 | 3,455             |
| Misc. Other Expenses & Payments                  | 0                 | 0                  | 0                 | 0                 |
| Fixed Charges                                    | 0                 | 0                  | 0                 | 0                 |
| Licenses, Permits, & Fees                        | 0                 | 0                  | 0                 | 0                 |
| Taxes  | 0                 | 0                  | 0                 | 0                 |
| Grant Contributions & Awards                     | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL OTHER EXPENSE</b>                       | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>3,455</b>      |
| <b>PENSION, ANNUITY, DEBT, &amp; OTHER COSTS</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>EQUIPMENT, BUILDINGS, &amp; LAND</b>          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>SPECIAL PROJECTS</b>                          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL OPERATING EXPENSE</b>                   | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>822,000</b>    |
| <b>TRANSFERS TO OTHER FUNDS &amp; UNITS:</b>     | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL EXPENSE AND TRANSFERS</b>               | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>822,000</b>    |



# 46 Caring for Children-Financial

## Caring for Children

| REVENUE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>PROGRAM REVENUE:</b>                          |                   |                    |                   |                   |
| <b>Charges, Commissions, &amp; Fees</b>          |                   |                    |                   |                   |
| Charges For Current Services                     | 0                 | 0                  | 0                 | 0                 |
| Commissions and Fees                             | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Charges, Commissions, &amp; Fees</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>Other Governments &amp; Agencies</b>          |                   |                    |                   |                   |
| Federal Direct                                   | 0                 | 0                  | 0                 | 0                 |
| Federal Through State                            | 0                 | 0                  | 0                 | 0                 |
| Federal Through Other Pass-Through               | 0                 | 0                  | 0                 | 0                 |
| State Direct                                     | 0                 | 0                  | 0                 | 0                 |
| Other Government Agencies                        | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Governments &amp; Agencies</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>Other Program Revenue</b>                     |                   |                    |                   |                   |
| Contributions and Gifts                          | 0                 | 0                  | 0                 | 0                 |
| Miscellaneous Revenue                            | 0                 | 0                  | 0                 | 0                 |
| Use of Money or Property                         | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Program Revenue</b>            | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL PROGRAM REVENUE</b>                     | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>NON-PROGRAM REVENUE:</b>                      |                   |                    |                   |                   |
| Property Taxes                                   | 0                 | 0                  | 0                 | 0                 |
| Local Option Sales Tax                           | 0                 | 0                  | 0                 | 0                 |
| Other Taxes, Licenses, & Permits                 | 0                 | 0                  | 0                 | 0                 |
| Fines, Forfeits, & Penalties                     | 0                 | 0                  | 0                 | 0                 |
| Compensation From Property                       | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL NON-PROGRAM REVENUE</b>                 | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TRANSFERS FROM OTHER FUNDS AND UNITS:</b>     | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL REVENUE AND TRANSFERS</b>               | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |

# 46 Caring for Children-Financial

## Community Services Agency

| EXPENSE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>OPERATING EXPENSE:</b>                        |                   |                    |                   |                   |
| <b>PERSONAL SERVICES:</b>                        |                   |                    |                   |                   |
| Salary Expense                                   | 1,896,634         | 1,931,342          | 2,516,057         | 2,516,055         |
| Fringe Benefits                                  | 524,080           | 519,663            | 623,119           | 623,120           |
| Per Diem & Other Fees                            | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL PERSONAL SERVICES</b>                   | <b>2,420,714</b>  | <b>2,451,005</b>   | <b>3,139,176</b>  | <b>3,139,175</b>  |
| <b>OTHER SERVICES:</b>                           |                   |                    |                   |                   |
| Utilities  | 0                 | 3,209              | 0                 | 0                 |
| Professional Services                            | 44,921            | 107,008            | 39,000            | 39,000            |
| Purchased Services                               | 4,000             | 34,368             | 2,130,813         | 1,905,061         |
| Travel   | 37,381            | 43,578             | 41,900            | 41,900            |
| Communications                                   | 757               | 1,459              | 800               | 800               |
| Printing   | 262               | 174                | 300               | 300               |
| Advertising & Promotion                          | 75,500            | 70,484             | 0                 | 0                 |
| Subscriptions                                    | 0                 | 0                  | 0                 | 0                 |
| Tuition, Reg., & Membership Dues                 | 26,316            | 10,218             | 15,500            | 15,500            |
| Repairs & Maintenance Services                   | 1,000             | 1,232              | 1,000             | 1,000             |
| Internal Service Fees                            | 51,009            | 51,410             | 45,364            | 42,714            |
| <b>TOTAL OTHER SERVICES</b>                      | <b>241,146</b>    | <b>323,140</b>     | <b>2,274,677</b>  | <b>2,046,275</b>  |
| <b>OTHER EXPENSE:</b>                            |                   |                    |                   |                   |
| Supplies and Materials                           | 5,869             | 17,474             | 38,905            | 38,905            |
| Misc. Other Expenses & Payments                  | 0                 | 5                  | 0                 | 0                 |
| Fixed Charges                                    | 89,771            | 11,042             | 25,641            | 40,946            |
| Licenses, Permits, & Fees                        | 0                 | 3,046              | 0                 | 0                 |
| Taxes  | 0                 | 0                  | 0                 | 0                 |
| Grant Contributions & Awards                     | 553,300           | 359,670            | -173,352          | 52,400            |
| <b>TOTAL OTHER EXPENSE</b>                       | <b>648,940</b>    | <b>391,237</b>     | <b>-108,806</b>   | <b>132,251</b>    |
| <b>PENSION, ANNUITY, DEBT, &amp; OTHER COSTS</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>EQUIPMENT, BUILDINGS, &amp; LAND</b>          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>SPECIAL PROJECTS</b>                          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL OPERATING EXPENSE</b>                   | <b>3,310,800</b>  | <b>3,165,382</b>   | <b>5,305,047</b>  | <b>5,317,701</b>  |
| <b>TRANSFERS TO OTHER FUNDS &amp; UNITS:</b>     | <b>0</b>          | <b>95,017</b>      | <b>39,305</b>     | <b>24,000</b>     |
| <b>TOTAL EXPENSE AND TRANSFERS</b>               | <b>3,310,800</b>  | <b>3,260,399</b>   | <b>5,344,352</b>  | <b>5,341,701</b>  |

# 46 Caring for Children-Financial

## Community Services Agency

| REVENUE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>PROGRAM REVENUE:</b>                          |                   |                    |                   |                   |
| <b>Charges, Commissions, &amp; Fees</b>          |                   |                    |                   |                   |
| Charges For Current Services                     | 0                 | 0                  | 0                 | 0                 |
| Commissions and Fees                             | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Charges, Commissions, &amp; Fees</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>Other Governments &amp; Agencies</b>          |                   |                    |                   |                   |
| Federal Direct                                   | 0                 | 0                  | 0                 | 0                 |
| Federal Through State                            | 3,310,800         | 3,309,237          | 5,308,352         | 5,308,351         |
| Federal Through Other Pass-Through               | 0                 | 0                  | 0                 | 0                 |
| State Direct                                     | 0                 | 0                  | 0                 | 0                 |
| Other Government Agencies                        | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Governments &amp; Agencies</b> | <b>3,310,800</b>  | <b>3,309,237</b>   | <b>5,308,352</b>  | <b>5,308,351</b>  |
| <b>Other Program Revenue</b>                     |                   |                    |                   |                   |
| Contributions and Gifts                          | 0                 | 219,184            | 0                 | 0                 |
| Miscellaneous Revenue                            | 0                 | 0                  | 0                 | 0                 |
| Use of Money or Property                         | 0                 | 6,754              | 36,000            | 36,000            |
| <b>Subtotal Other Program Revenue</b>            | <b>0</b>          | <b>225,938</b>     | <b>36,000</b>     | <b>36,000</b>     |
| <b>TOTAL PROGRAM REVENUE</b>                     | <b>3,310,800</b>  | <b>3,535,175</b>   | <b>5,344,352</b>  | <b>5,344,351</b>  |
| <b>NON-PROGRAM REVENUE:</b>                      |                   |                    |                   |                   |
| Property Taxes                                   | 0                 | 0                  | 0                 | 0                 |
| Local Option Sales Tax                           | 0                 | 0                  | 0                 | 0                 |
| Other Taxes, Licenses, & Permits                 | 0                 | 0                  | 0                 | 0                 |
| Fines, Forfeits, & Penalties                     | 0                 | 0                  | 0                 | 0                 |
| Compensation From Property                       | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL NON-PROGRAM REVENUE</b>                 | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TRANSFERS FROM OTHER FUNDS AND UNITS:</b>     | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL REVENUE AND TRANSFERS</b>               | <b>3,310,800</b>  | <b>3,535,175</b>   | <b>5,344,352</b>  | <b>5,344,351</b>  |

## 46 Caring for Children-Financial

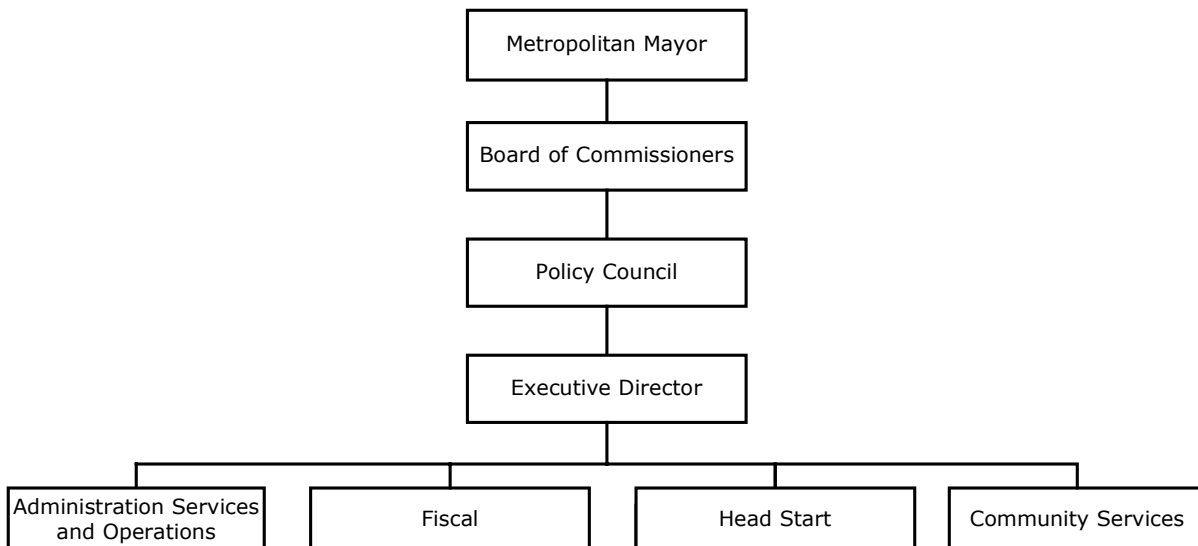
**Reminder:** Some classifications were deleted and new classifications (class number 10000 and above) were added to implement the 2002 Reclassification Study & Pay Plan. Many of the class changes from FY 2001 to FY 2002 were due to implementing that Study.

|                                     |              |      | FY 2001          |                 | FY 2002          |                 | FY 2003        |                 |
|-------------------------------------|--------------|------|------------------|-----------------|------------------|-----------------|----------------|-----------------|
| <u>Class</u>                        | <u>Grade</u> |      | <u>Bud. Pos.</u> | <u>Bud. FTE</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> | <u>Bud Pos</u> | <u>Bud. FTE</u> |
| <b>46 Community Services Agency</b> |              |      |                  |                 |                  |                 |                |                 |
| <b>Fund 30205</b>                   |              |      |                  |                 |                  |                 |                |                 |
| Administrative Assistant 1          | 7241         | SR09 | 0                | 0.0             | 0                | 0.0             | 1              | 1.0             |
| Customer Service Manager            | 0746         | SR14 | 0                | 0.0             | 1                | 1.0             | 1              | 1.0             |
| Database Analyst                    | 7285         | SR13 | 0                | 0.0             | 1                | 1.0             | 1              | 1.0             |
| Info Systems Analyst 1              | 7779         | SR10 | 0                | 0.0             | 1                | 1.0             | 1              | 1.0             |
| Office Support Rep 1                | 10120        | SR04 | 0                | 0.0             | 2                | 0.0             | 2              | 1.5             |
| Office Support Rep 2                | 10121        | SR05 | 0                | 0.0             | 0                | 0.0             | 1              | 1.0             |
| Office Support Rep 3                | 10122        | SR06 | 0                | 0.0             | 6                | 7.0             | 7              | 8.0             |
| Office Support Specialist 1         | 10123        | SR07 | 0                | 0.0             | 2                | 2.0             | 2              | 2.0             |
| Program Manager 1                   | 7376         | SR11 | 0                | 0.0             | 6                | 6.0             | 8              | 8.0             |
| Program Specialist 1                | 7378         | SR06 | 10               | 10.0            | 0                | 0.0             | 0              | 0.0             |
| Program Specialist 2                | 7379         | SR08 | 0                | 0.0             | 15               | 15.0            | 15             | 15.0            |
| Program Specialist 3                | 7380         | SR10 | 0                | 0.0             | 33               | 33.0            | 41             | 41.0            |
| <b>Total Positions &amp; FTE</b>    |              |      | <b>10</b>        | <b>10.0</b>     | <b>67</b>        | <b>66.0</b>     | <b>80</b>      | <b>80.5</b>     |
| <b>Seasonal</b>                     |              |      |                  |                 |                  |                 |                |                 |
|                                     | 9020         |      | <b>35</b>        | <b>1.9</b>      | <b>35</b>        | <b>1.9</b>      | <b>35</b>      | <b>1.9</b>      |
| <b>Total Positions &amp; FTE</b>    |              |      | <b>35</b>        | <b>1.9</b>      | <b>35</b>        | <b>1.9</b>      | <b>35</b>      | <b>1.9</b>      |

# 75 Metro Action Commission-At a Glance

|                       |  |                            |                            |                            |
|-----------------------|--|----------------------------|----------------------------|----------------------------|
| <b>Vision</b>         | To persevere in our work and act upon the material and emotional realities of our clients and their families. The staff at the Metropolitan Action Commission will persist in its efforts to help people achieve the just and decent conditions we know to be their right. |                            |                            |                            |
| <b>Mission</b>        | To administer Head Start, Community Services Block Grant (CSBG), Low Income Home Energy Assistance Program (LIHEAP), USDA Summer Food and other social service programs for Metropolitan Government.   |                            |                            |                            |
| <b>Budget Summary</b> |  | <u><b>2000-01</b></u>      | <u><b>2001-02</b></u>      | <u><b>2002-03</b></u>      |
|                       | <b>Expenditures and Transfers:</b>   |                            |                            |                            |
|                       | Admin. & Leasehold   | \$804,877                  | \$1,556,915                | \$1,556,975                |
|                       | Head Start   | 8,719,021                  | 10,383,544                 | 10,383,544                 |
|                       | Special purpose funds  | <u>4,645,978</u>           | <u>3,802,097</u>           | <u>3,840,633</u>           |
|                       | <b>Total Expenditures</b>  | <u><b>\$14,169,876</b></u> | <u><b>\$15,742,556</b></u> | <u><b>\$15,781,152</b></u> |
|                       | <b>Revenues and Transfers:</b>   |                            |                            |                            |
|                       | Charges, Commissions, & Fees   | \$98,379                   | \$98,379                   | \$98,379                   |
|                       | Other Governments  | 12,647,031                 | 13,943,082                 | 13,791,245                 |
|                       | Other Program Revenue  | <u>0</u>                   | <u>15,000</u>              | <u>22,000</u>              |
|                       | <b>Total Program Revenue</b>   | <u><b>\$12,745,410</b></u> | <u><b>\$14,056,461</b></u> | <u><b>\$13,911,624</b></u> |
|                       | Non-program Revenue  | 0                          | 0                          | 0                          |
|                       | Transfers  | <u>1,424,466</u>           | <u>1,686,094</u>           | <u>1,686,094</u>           |
|                       | <b>Total Revenues</b>  | <u><b>\$14,169,876</b></u> | <u><b>\$15,742,555</b></u> | <u><b>\$15,597,718</b></u> |
| <b>Positions</b>      | Total Budgeted Positions   | 246                        | 326                        | 342                        |
| <b>Contacts</b>       | Executive Director: Cynthia Croom      email: cynthia.croom@nashville.gov<br>Financial Manager: Cecilia Sanchez      email: cecilia.sanchez@nashville.gov<br><br>1624 5 <sup>th</sup> Avenue North 37208      Phone: 862-8860      FAX: 862-8881                           |                            |                            |                            |

## Organizational Structure



# 75 Metro Action Commission-At a Glance

## Budget Highlights FY 2003

|   |                  |
|---|------------------|
| • Fleet Management Consolidation net adjustment | \$25,000         |
| • Information Systems billings                  | 103,000          |
| Total   | <u>\$128,000</u> |

## Overview

### ADMINISTRATION SERVICES & OPERATIONS

Administration Services & Operations accounts for general costs of administration and operations including human resources and facilities.

### FISCAL

The Fiscal Division provides financial management and oversight of the agency.

### HEAD START

**The Head Start Program** provides for disadvantaged pre-school children with the basic educational and social skills important for good scholastic performance and transition into the school system.

**The Head Start Child Care Adult Food Program (CACFP)** is funded by the United States Department of Agriculture (USDA) through the Tennessee Department of Human Services to provide free meals, breakfast, lunch, supper, and snacks to children enrolled in the Head Start Program.

**The Head Start Child Care Program**, sometimes referred to as the Wrap-Around program, provides childcare before and after work and after school hours for pre-school age children of low-income families in Davidson County enrolled in the Head Start Program. Funding is through State Child Care certificates from the Department of Human Services and fees assessed to parents on a sliding scale based on income.

### The Head Start Early Childhood Education Program

operates the Tennessee State Classroom, an early childhood education classroom for disadvantaged pre-school children funded by a reimbursement grant from the Tennessee State Department of Education. This fund accounts for one 20-child classroom that models Head Start for three and four-year old children. It provides basic educational and social skills important for good scholastic performance. Priority is given to the children of Families First participants.

### COMMUNITY SERVICES

**Community Services** manages 4 payment assistance programs:

#### The Community Service Block Grant (CSBG) Program

assists with the payment of mortgages, rent, water bills, taxes, medication for low-income persons, phone bills for the homebound, provides classes and assistance in obtaining a General Education Degree, provides adult basic education and job training to help clients achieve self-sufficiency, and provides limited assistance to the homeless.

#### The Low-Income Home Energy Assistance Program (LIHEAP)

assists with the payment of energy bills for low-income families.

**The Summer Food Program** operates the USDA Summer Lunch Program and, provides breakfast and lunches to low-income children during the summer.

**The Watt Ad Program** uses discretionary funds from Nashville Electric Service to assist clients who do not meet LIHEAP guidelines yet are experiencing financial crisis through no fault of their own.

# 75 Metro Action Commission-Performance

| Objectives   | Performance Measures  | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget  | FY 2003<br>Budget            |
|--|---|-------------------|--------------------|--|------------------------------|
| <b>ADMINISTRATION SERVICES and OPERATIONS</b>  |   |                   |                    |  |                              |
| 1. To ensure sound management of agency operations, program services, and finances.                    | a. Develop strategic plan to make sure programs address the needs of the constituents they are to serve   | na                | na                 | 12/30/01   | 12/30/02                     |
|  | b. Establish results oriented management accountability system criteria for each program to evaluate performance  | na                | na                 | ongoing  | ongoing                      |
|  | c. Ensure programs are operating in compliance with grantor requirements  | na                | na                 | 12/30/01   | 12/30/02                     |
|  | d. Continuing implementation operations plan that includes preventive maintenance, facilities management and supplies, and more efficient management of transportation services | na                | na                 | 10/30/01   | 10/30/02                     |
|  | e. Expand community knowledge of programs and services  | na                | na                 | 12/30/01   | 12/30/02                     |
| <b>FISCAL</b>  |   |                   |                    |  |                              |
| 1. To ensure agency financial stability and accountability.  | a. Meet individual grantor financial compliance standards   | na                | na                 | 11/01/01   | ongoing                      |
|  | b. Operate program without a year-end deficit   | na                | na                 | 06/30/02   | 06/30/03                     |
|  | c. Meet requirements for a positive audit review  | na                | na                 | 06/30/02   | 06/30/03                     |
| <b>HEAD START</b>  |   |                   |                    |  |                              |
| <b>Head Start Program</b>  |   |                   |                    |  |                              |
| 1. Enroll 1,445 eligible pre-school children.  | a. Children served during the year  | 1,647             | 1,490              | 1,750  | 1,750                        |
|  | b. Children enrolled  | 1,125             | 1,490              | 1,445  | 1,485                        |
| 2. Provide comprehensive educational, health, and family services to all enrolled Head Start children. | a. Participants w/diagnosed disability  | 160               | 149                | 144  | 148                          |
|  | b. Children receiving screenings  | 1,450             | 1431               | 1,500  | 1,500                        |
|  | c. Children receiving diagnostics   | 160               | 140                | 100  | 148                          |
|  | d. Children receiving therapy   | 120               | 90                 | 100  | 100                          |
| 3. Involve Head Start parents in the decision making process and total program operation.              | a. Parental volunteer hours   | 58,000            | 63,000             | 80,000   | 95,000                       |
|  | b. Persons providing volunteer hours  | 2,068             | 327                | 3,000  | 5,000                        |
| 4. Implement recommendations of the Head Start study performed by MGT of America, Inc.                 | Implementation of MGT recommendations   | na                | na                 | 1 <sup>st</sup> phase 12/30/01<br>2 <sup>nd</sup> phase 06/30/01 | Pending results of MGT study |

# 75 Metro Action Commission-Performance

| Objectives   | Performance Measures  | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|---|-------------------|--------------------|-------------------|-------------------|
| <b>Head Start CACFP</b>  |   |                   |                    |                   |                   |
| 1. To enroll 1,216 children in the Head Start (CACFP) Program.   | a. Children served during the year  | 1,174             | 1,431              | 1,216             | 1,485             |
|  | b. Children enrolled  | 1,138             | 1,431              | 1,216             | 1,485             |
| 2. To provide comprehensive educational, health, and family services to all enrolled in Head Start Program.  | a. Number of meals provided to children and program volunteers  | 6,900             | 25,000             | 19,040            | 20,944            |
|  | b. Persons providing volunteer hours  | 60                | 75                 | 70                | 77                |
| 3. To involve parents in the decision-making process and total program operation.                            | As stipulated by U.S. Department of Agriculture guidelines for CACFP enrolled children  | yes               | yes                | yes               | yes               |
| 4. To provide nutritional meals and snacks to children.  | As stipulated by eligibility and educational guidelines set forth by DHHS for the operation for children in a Head Start Program            | yes               | yes                | yes               | Yes               |
| 5. To provide nutritional care to low-income families while providing educational and social development.    | Provides nutritional assessments  | yes               | yes                | yes               | yes               |
| <b>Head Start Child Care Program</b>   |   |                   |                    |                   |                   |
| Same as Head Start   | Same as Head Start  |                   |                    |                   |                   |
| <b>Early Childhood Education Program (State Classroom)</b>   |   |                   |                    |                   |                   |
| 1. Enroll 20 children in Tennessee State Classroom.  | a. Children served during year  | 20                | 20                 | 20                | 20                |
|  | b. Children enrolled  | 20                | 20                 | 20                | 20                |
| 2. Provides comprehensive educational, health, and family services to all enrolled State classroom children. | a. Participants with diagnosed disabilities   | 0                 | 2                  | 2                 | 2                 |
|  | b. Children receiving screenings  | 20                | 20                 | 20                | 20                |
|  | c. Children receiving diagnostics   | 20                | 2                  | 20                | 2                 |
|  | d. Children receiving therapy   | 20                | 2                  | 20                | 2                 |
| 3. To involve parents in the decision-making process and total program operation.                            | a. Parental Volunteer hours   | 288               | 288                | 288               | 288               |
|  | b. Other persons providing volunteer hours  | 2                 | 2                  | 2                 | 2                 |
| 4. Provides nutritional meals and snacks to children.  | As stipulated by USDA guidelines for CACFP enrolled children  | yes               | yes                | yes               | yes               |
| 5. Provides quality childcare to low-income families while providing educational and social development.     | As stipulated by eligibility and educational guidelines set forth by DHHS for the operation of a Head Start classroom for enrolled children | yes               | yes                | yes               | yes               |



# 75 Metro Action Commission-Performance

| Objectives   | Performance Measures                           | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|--|-------------------|--------------------|-------------------|-------------------|
| <b>COMMUNITY SERVICES</b>  |  |                   |                    |                   |                   |
| <b>CSBG Program</b>  |  |                   |                    |                   |                   |
| 1. To provide assistance and relief to low-income citizens of Davidson County.   | CSBG clients served                            | 1,900             | 2,400              | 1,946             | 2,192             |
| 2. To assess client's situation and provide assistance and guidance for the client to achieve self-sufficiency.  | Counselors required to process applications    | 7                 | 8                  | 8                 | 8                 |
| 3. To operate the CSBG program in the most effective and cost efficient manner.  | Counselor referrals to other agencies          | 1,750             | 99                 | 1,600             | 1,200             |
| <b>LIHEAP</b>  |  |                   |                    |                   |                   |
| 1. Provide emergency relief of low-income individuals in Davidson County.  | LIHEAP clients served                          | 4,036             | 7,557              | 4,097             | 4,400             |
| 2. To operate the LIHEAP program in the most effective and cost efficient manner.  | a. Counselors required to process applications | 7                 | 8                  | 8                 | 8                 |
|  | b. Referrals to other agencies                 | 1,200             | 153                | 1,200             | 1,200             |
| <b>Summer Food Program</b>   |  |                   |                    |                   |                   |
| 1. Provides nutritious breakfast and lunches to low-income children in Davidson County during the summer months and operates the Summer Lunch Program in the most effective and cost efficient manner. | a. Summer lunches served                       | 232,815           | 232,345            | 232,112           | 162,011           |
|  | b. Breakfast meals served                      | 31,730            | 26,978             | 26,915            | 26,915            |
| <b>Watt Ad Program</b>   |  |                   |                    |                   |                   |
| Same as LIHEAP   | Same as LIHEP                                  |                   |                    |                   |                   |

# 75 Metro Action Commission-Financial

## Metro Action Commission MAC Admin & Leasehold

| EXPENSE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>OPERATING EXPENSE:</b>                        |                   |                    |                   |                   |
| <b>PERSONAL SERVICES:</b>                        |                   |                    |                   |                   |
| Salary Expense                                   | 360,362           | 390,352            | 618,624           | 669,125           |
| Fringe Benefits                                  | 124,898           | 100,469            | 138,379           | 205,191           |
| Per Diem & Other Fees                            | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL PERSONAL SERVICES</b>                   | <b>485,260</b>    | <b>490,821</b>     | <b>757,003</b>    | <b>874,316</b>    |
| <b>OTHER SERVICES:</b>                           |                   |                    |                   |                   |
| Utilities  | 60,000            | 77,674             | 128,705           | 99,705            |
| Professional Services                            | 8,000             | 36,800             | 40,000            | 40,000            |
| Purchased Services                               | 120,257           | 4,764              | 95,404            | 86,247            |
| Travel   | 4,100             | 2,898              | 40,000            | 20,000            |
| Communications                                   | 300               | 3,302              | 63,000            | 45,000            |
| Printing   | 2,300             | 110                | 23,000            | 20,000            |
| Advertising & Promotion                          | 0                 | 607                | 7,000             | 7,000             |
| Subscriptions                                    | 3,500             | 80                 | 3,000             | 3,000             |
| Tuition, Reg., & Membership Dues                 | 4,500             | 3,030              | 25,000            | 15,000            |
| Repairs & Maintenance Services                   | 25,000            | 7,453              | 21,000            | 21,000            |
| Internal Service Fees                            | 51,650            | 37,679             | 95,000            | 90,060            |
| <b>TOTAL OTHER SERVICES</b>                      | <b>279,607</b>    | <b>174,397</b>     | <b>541,109</b>    | <b>447,012</b>    |
| <b>OTHER EXPENSE:</b>                            |                   |                    |                   |                   |
| Supplies and Materials                           | 27,850            | 29,740             | 234,556           | 211,400           |
| Misc. Other Expenses & Payments                  | 0                 | 0                  | 0                 | 0                 |
| Fixed Charges                                    | 12,160            | 32,008             | 24,247            | 24,247            |
| Licenses, Permits, & Fees                        | 0                 | 0                  | 0                 | 0                 |
| Taxes  | 0                 | 0                  | 0                 | 0                 |
| Grant Contributions & Awards                     | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL OTHER EXPENSE</b>                       | <b>40,010</b>     | <b>61,748</b>      | <b>258,803</b>    | <b>235,647</b>    |
| <b>PENSION, ANNUITY, DEBT, &amp; OTHER COSTS</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>EQUIPMENT, BUILDINGS, &amp; LAND</b>          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>SPECIAL PROJECTS</b>                          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL OPERATING EXPENSE</b>                   | <b>804,877</b>    | <b>726,966</b>     | <b>1,556,915</b>  | <b>1,556,975</b>  |
| <b>TRANSFERS TO OTHER FUNDS &amp; UNITS:</b>     | <b>0</b>          | <b>11,824</b>      | <b>0</b>          | <b>0</b>          |
| <b>TOTAL EXPENSE AND TRANSFERS</b>               | <b>804,877</b>    | <b>738,790</b>     | <b>1,556,915</b>  | <b>1,556,975</b>  |

# 75 Metro Action Commission-Financial

## Metro Action Commission MAC Admin & Leasehold

| REVENUE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>PROGRAM REVENUE:</b>                          |                   |                    |                   |                   |
| <b>Charges, Commissions, &amp; Fees</b>          |                   |                    |                   |                   |
| Charges For Current Services                     | 0                 | 0                  | 0                 | 0                 |
| Commissions and Fees                             | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Charges, Commissions, &amp; Fees</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>Other Governments &amp; Agencies</b>          |                   |                    |                   |                   |
| Federal Direct                                   | 0                 | 0                  | 0                 | 0                 |
| Federal Through State                            | 0                 | 0                  | 0                 | 0                 |
| Federal Through Other Pass-Through               | 0                 | 0                  | 0                 | 0                 |
| State Direct                                     | 0                 | 0                  | 0                 | 0                 |
| Other Government Agencies                        | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Governments &amp; Agencies</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>Other Program Revenue</b>                     |                   |                    |                   |                   |
| Contributions and Gifts                          | 0                 | 157                | 0                 | 0                 |
| Miscellaneous Revenue                            | 0                 | 0                  | 0                 | 0                 |
| Use of Money or Property                         | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Program Revenue</b>            | <b>0</b>          | <b>157</b>         | <b>0</b>          | <b>0</b>          |
| <b>TOTAL PROGRAM REVENUE</b>                     | <b>0</b>          | <b>157</b>         | <b>0</b>          | <b>0</b>          |
| <b>NON-PROGRAM REVENUE:</b>                      |                   |                    |                   |                   |
| Property Taxes                                   | 0                 | 0                  | 0                 | 0                 |
| Local Option Sales Tax                           | 0                 | 0                  | 0                 | 0                 |
| Other Taxes, Licenses, & Permits                 | 0                 | 0                  | 0                 | 0                 |
| Fines, Forfeits, & Penalties                     | 0                 | 0                  | 0                 | 0                 |
| Compensation From Property                       | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL NON-PROGRAM REVENUE</b>                 | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TRANSFERS FROM OTHER FUNDS AND UNITS:</b>     | <b>804,877</b>    | <b>1,173,288</b>   | <b>1,556,914</b>  | <b>1,556,914</b>  |
| <b>TOTAL REVENUE AND TRANSFERS</b>               | <b>804,877</b>    | <b>1,173,445</b>   | <b>1,556,914</b>  | <b>1,556,914</b>  |

# 75 Metro Action Commission-Financial

## Metro Action Commission Head Start

| EXPENSE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>OPERATING EXPENSE:</b>                        |                   |                    |                   |                   |
| <b>PERSONAL SERVICES:</b>                        |                   |                    |                   |                   |
| Salary Expense                                   | 4,585,149         | 4,241,765          | 5,875,105         | 5,875,105         |
| Fringe Benefits                                  | 1,402,717         | 1,334,376          | 1,840,318         | 1,840,318         |
| Per Diem & Other Fees                            | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL PERSONAL SERVICES</b>                   | <b>5,987,866</b>  | <b>5,576,141</b>   | <b>7,715,423</b>  | <b>7,715,423</b>  |
| <b>OTHER SERVICES:</b>                           |                   |                    |                   |                   |
| Utilities  | 148,000           | 165,294            | 157,000           | 157,000           |
| Professional Services                            | 576,910           | 167,865            | 554,669           | 555,269           |
| Purchased Services                               | 133,558           | 64,284             | 177,133           | 192,133           |
| Travel   | 13,635            | 6,191              | 24,721            | 24,721            |
| Communications                                   | 0                 | 373                | 1,500             | 500               |
| Printing   | 0                 | 0                  | 0                 | 0                 |
| Advertising & Promotion                          | 0                 | 1,729              | 0                 | 0                 |
| Subscriptions                                    | 0                 | 125                | 2,000             | 2,000             |
| Tuition, Reg., & Membership Dues                 | 67,122            | 9,619              | 38,580            | 33,580            |
| Repairs & Maintenance Services                   | 54,290            | 53,302             | 71,368            | 71,368            |
| Internal Service Fees                            | 92,051            | 99,389             | 109,577           | 114,577           |
| <b>TOTAL OTHER SERVICES</b>                      | <b>1,085,566</b>  | <b>568,171</b>     | <b>1,136,548</b>  | <b>1,151,148</b>  |
| <b>OTHER EXPENSE:</b>                            |                   |                    |                   |                   |
| Supplies and Materials                           | 491,941           | 282,802            | 445,900           | 436,300           |
| Misc. Other Expenses & Payments                  | 0                 | 0                  | 0                 | 0                 |
| Fixed Charges                                    | 103,115           | 111,781            | 79,896            | 79,896            |
| Licenses, Permits, & Fees                        | 2,925             | 9,487              | 7,700             | 2,700             |
| Taxes  | 0                 | 0                  | 0                 | 0                 |
| Grant Contributions & Awards                     | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL OTHER EXPENSE</b>                       | <b>597,981</b>    | <b>404,070</b>     | <b>533,496</b>    | <b>518,896</b>    |
| <b>PENSION, ANNUITY, DEBT, &amp; OTHER COSTS</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>EQUIPMENT, BUILDINGS, &amp; LAND</b>          | <b>346,993</b>    | <b>12,776</b>      | <b>688,763</b>    | <b>688,763</b>    |
| <b>SPECIAL PROJECTS</b>                          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL OPERATING EXPENSE</b>                   | <b>8,018,406</b>  | <b>6,561,158</b>   | <b>10,074,230</b> | <b>10,074,230</b> |
| <b>TRANSFERS TO OTHER FUNDS &amp; UNITS:</b>     | <b>700,615</b>    | <b>550,226</b>     | <b>309,314</b>    | <b>309,314</b>    |
| <b>TOTAL EXPENSE AND TRANSFERS</b>               | <b>8,719,021</b>  | <b>7,111,384</b>   | <b>10,383,544</b> | <b>10,383,544</b> |

# 75 Metro Action Commission-Financial

## Metro Action Commission Head Start

| REVENUE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>PROGRAM REVENUE:</b>                          |                   |                    |                   |                   |
| <b>Charges, Commissions, &amp; Fees</b>          |                   |                    |                   |                   |
| Charges For Current Services                     | 0                 | 100,000            | 0                 | 0                 |
| Commissions and Fees                             | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Charges, Commissions, &amp; Fees</b> | <b>0</b>          | <b>100,000</b>     | <b>0</b>          | <b>0</b>          |
| <b>Other Governments &amp; Agencies</b>          |                   |                    |                   |                   |
| Federal Direct                                   | 6,117,112         | 6,387,044          | 10,383,544        | 9,584,924         |
| Federal Through State                            | 2,111,500         | 0                  | 0                 | 0                 |
| Federal Through Other Pass-Through               | 0                 | 0                  | 0                 | 0                 |
| State Direct                                     | 0                 | 0                  | 0                 | 0                 |
| Other Government Agencies                        | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Governments &amp; Agencies</b> | <b>8,228,612</b>  | <b>6,387,044</b>   | <b>10,383,544</b> | <b>9,584,924</b>  |
| <b>Other Program Revenue</b>                     |                   |                    |                   |                   |
| Contributions and Gifts                          | 0                 | 0                  | 0                 | 0                 |
| Miscellaneous Revenue                            | 0                 | 0                  | 0                 | 0                 |
| Use of Money or Property                         | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Program Revenue</b>            | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL PROGRAM REVENUE</b>                     | <b>8,228,612</b>  | <b>6,487,044</b>   | <b>10,383,544</b> | <b>9,584,924</b>  |
| <b>NON-PROGRAM REVENUE:</b>                      |                   |                    |                   |                   |
| Property Taxes                                   | 0                 | 0                  | 0                 | 0                 |
| Local Option Sales Tax                           | 0                 | 0                  | 0                 | 0                 |
| Other Taxes, Licenses, & Permits                 | 0                 | 0                  | 0                 | 0                 |
| Fines, Forfeits, & Penalties                     | 0                 | 0                  | 0                 | 0                 |
| Compensation From Property                       | 0                 | 2,945              | 0                 | 0                 |
| <b>TOTAL NON-PROGRAM REVENUE</b>                 | <b>0</b>          | <b>2,945</b>       | <b>0</b>          | <b>0</b>          |
| <b>TRANSFERS FROM OTHER FUNDS AND UNITS:</b>     | <b>490,409</b>    | <b>734,315</b>     | <b>0</b>          | <b>0</b>          |
| <b>TOTAL REVENUE AND TRANSFERS</b>               | <b>8,719,021</b>  | <b>7,224,304</b>   | <b>10,383,544</b> | <b>9,584,924</b>  |

# 75 Metro Action Commission-Financial

**Metro Action Commission  
All Other Funds  
Special Purpose Funds**

| <b>EXPENSE AND TRANSFERS</b>                     | <b>FY 2001<br/>Budget</b> | <b>FY 2001<br/>Actuals</b> | <b>FY 2002<br/>Budget</b> | <b>FY 2003<br/>Budget</b> |
|--|---------------------------|----------------------------|---------------------------|---------------------------|
| <b>OPERATING EXPENSE:</b>                        |                           |                            |                           |                           |
| <b>PERSONAL SERVICES:</b>                        |                           |                            |                           |                           |
| Salary Expense                                   | 728,892                   | 736,729                    | 569,197                   | 569,197                   |
| Fringe Benefits                                  | 199,149                   | 202,688                    | 163,087                   | 163,087                   |
| Per Diem & Other Fees                            | 0                         | 0                          | 0                         | 0                         |
| <b>TOTAL PERSONAL SERVICES</b>                   | <b>928,041</b>            | <b>939,417</b>             | <b>732,284</b>            | <b>732,284</b>            |
| <b>OTHER SERVICES:</b>                           |                           |                            |                           |                           |
| Utilities  | 0                         | 4,104                      | 0                         | 0                         |
| Professional Services                            | 0                         | 0                          | 0                         | 0                         |
| Purchased Services                               | 2,553,349                 | 2,319,097                  | 1,600,427                 | 1,643,499                 |
| Travel   | 7,700                     | 6,779                      | 11,648                    | 11,648                    |
| Communications                                   | 4,000                     | 42                         | 2,088                     | 2,088                     |
| Printing   | 0                         | 2,043                      | 0                         | 0                         |
| Advertising & Promotion                          | 0                         | 0                          | 0                         | 0                         |
| Subscriptions                                    | 0                         | 0                          | 0                         | 0                         |
| Tuition, Reg., & Membership Dues                 | 10,175                    | 595                        | 5,000                     | 5,000                     |
| Repairs & Maintenance Services                   | 0                         | 341                        | 4,000                     | 4,000                     |
| Internal Service Fees                            | 34,500                    | 14,320                     | 10,200                    | 10,200                    |
| <b>TOTAL OTHER SERVICES</b>                      | <b>2,609,724</b>          | <b>2,347,321</b>           | <b>1,633,363</b>          | <b>1,676,435</b>          |
| <b>OTHER EXPENSE:</b>                            |                           |                            |                           |                           |
| Supplies and Materials                           | 326,376                   | 337,026                    | 520,364                   | 520,364                   |
| Misc. Other Expenses & Payments                  | 0                         | 0                          | 0                         | 0                         |
| Fixed Charges                                    | 6,670                     | 34,914                     | 11,536                    | 7,000                     |
| Licenses, Permits, & Fees                        | 0                         | 0                          | 0                         | 0                         |
| Taxes  | 0                         | 0                          | 0                         | 0                         |
| Grant Contributions & Awards                     | 0                         | 0                          | 0                         | 0                         |
| <b>TOTAL OTHER EXPENSE</b>                       | <b>333,046</b>            | <b>371,940</b>             | <b>531,900</b>            | <b>527,364</b>            |
| <b>PENSION, ANNUITY, DEBT, &amp; OTHER COSTS</b> | <b>0</b>                  | <b>0</b>                   | <b>0</b>                  | <b>0</b>                  |
| <b>EQUIPMENT, BUILDINGS, &amp; LAND</b>          | <b>0</b>                  | <b>0</b>                   | <b>0</b>                  | <b>0</b>                  |
| <b>SPECIAL PROJECTS</b>                          | <b>0</b>                  | <b>0</b>                   | <b>0</b>                  | <b>0</b>                  |
| <b>TOTAL OPERATING EXPENSE</b>                   | <b>3,870,811</b>          | <b>3,658,678</b>           | <b>2,897,547</b>          | <b>2,936,083</b>          |
| <b>TRANSFERS TO OTHER FUNDS &amp; UNITS:</b>     | <b>775,167</b>            | <b>733,692</b>             | <b>904,550</b>            | <b>904,550</b>            |
| <b>TOTAL EXPENSE AND TRANSFERS</b>               | <b>4,645,978</b>          | <b>4,392,370</b>           | <b>3,802,097</b>          | <b>3,840,633</b>          |

# 75 Metro Action Commission-Financial

**Metro Action Commission  
All Other Funds  
Special Purpose Funds**

|  | <b>FY 2001<br/>Budget</b> | <b>FY 2001<br/>Actuals</b> | <b>FY 2002<br/>Budget</b> | <b>FY 2003<br/>Budget</b> |
|--|---------------------------|----------------------------|---------------------------|---------------------------|
| <b>REVENUE AND TRANSFERS</b>                     |                           |                            |                           |                           |
| <b>PROGRAM REVENUE:</b>                          |                           |                            |                           |                           |
| <b>Charges, Commissions, &amp; Fees</b>          |                           |                            |                           |                           |
| Charges For Current Services                     | 98,379                    | 18,976                     | 98,379                    | 98,379                    |
| Commissions and Fees                             | 0                         | 0                          | 0                         | 0                         |
| <b>Subtotal Charges, Commissions, &amp; Fees</b> | <b>98,379</b>             | <b>18,976</b>              | <b>98,379</b>             | <b>98,379</b>             |
| <b>Other Governments &amp; Agencies</b>          |                           |                            |                           |                           |
| Federal Direct                                   | 29,284                    | 0                          | 0                         | 0                         |
| Federal Through State                            | 4,286,135                 | 4,319,727                  | 3,461,538                 | 4,108,321                 |
| Federal Through Other Pass-Through               | 0                         | 0                          | 0                         | 0                         |
| State Direct                                     | 103,000                   | 0                          | 98,000                    | 98,000                    |
| Other Government Agencies                        | 0                         | 0                          | 0                         | 0                         |
| <b>Subtotal Other Governments &amp; Agencies</b> | <b>4,418,419</b>          | <b>4,319,727</b>           | <b>3,559,538</b>          | <b>4,206,321</b>          |
| <b>Other Program Revenue</b>                     |                           |                            |                           |                           |
| Contributions and Gifts                          | 0                         | 22,177                     | 15,000                    | 22,000                    |
| Miscellaneous Revenue                            | 0                         | 0                          | 0                         | 0                         |
| Use of Money or Property                         | 0                         | 5,284                      | 0                         | 0                         |
| <b>Subtotal Other Program Revenue</b>            | <b>0</b>                  | <b>27,461</b>              | <b>15,000</b>             | <b>22,000</b>             |
| <b>TOTAL PROGRAM REVENUE</b>                     | <b>4,516,798</b>          | <b>4,366,164</b>           | <b>3,672,917</b>          | <b>4,326,700</b>          |
| <b>NON-PROGRAM REVENUE:</b>                      |                           |                            |                           |                           |
| Property Taxes                                   | 0                         | 0                          | 0                         | 0                         |
| Local Option Sales Tax                           | 0                         | 0                          | 0                         | 0                         |
| Other Taxes, Licenses, & Permits                 | 0                         | 0                          | 0                         | 0                         |
| Fines, Forfeits, & Penalties                     | 0                         | 0                          | 0                         | 0                         |
| Compensation From Property                       | 0                         | 0                          | 0                         | 0                         |
| <b>TOTAL NON-PROGRAM REVENUE</b>                 | <b>0</b>                  | <b>0</b>                   | <b>0</b>                  | <b>0</b>                  |
| <b>TRANSFERS FROM OTHER FUNDS AND UNITS:</b>     | <b>129,180</b>            | <b>192,479</b>             | <b>129,180</b>            | <b>129,180</b>            |
| <b>TOTAL REVENUE AND TRANSFERS</b>               | <b>4,645,978</b>          | <b>4,558,643</b>           | <b>3,802,097</b>          | <b>4,455,880</b>          |

# 75 Metro Action Commission-Financial

**Reminder:** Some classifications were deleted and new classifications (class number 10000 and above) were added to implement the 2002 Reclassification Study & Pay Plan. Many of the class changes from FY 2001 to FY 2002 were due to implementing that Study.

|                                      | Class | Grade | FY 2001   |          | FY 2002   |          | FY 2003   |          |
|--------------------------------------|-------|-------|-----------|----------|-----------|----------|-----------|----------|
|                                      |       |       | Bud. Pos. | Bud. FTE | Bud. Pos. | Bud. FTE | Bud. Pos. | Bud. FTE |
| 75 MAC - MAC Admin and LS Fund 31500 |       |       |           |          |           |          |           |          |
| Account Clerk 1 - MAC                | 7037  | N/A   | 1         | 1.0      | 0         | 0.0      | 0         | 0.0      |
| Account Clerk 2 - MAC                | 7887  | N/A   | 1         | 1.0      | 0         | 0.0      | 0         | 0.0      |
| Accountant 1                         | 10202 | MC05  | 2         | 2.0      | 2         | 2.0      | 2         | 2.0      |
| Accountant 3                         | 10204 | MC09  | 1         | 1.0      | 1         | 1.0      | 1         | 1.0      |
| Accounting Associate - MAC           | 7870  | N/A   | 1         | 1.0      | 0         | 0.0      | 0         | 0.0      |
| Accounting Associate 2               | 10206 | MC05  | 1         | 1.0      | 1         | 1.0      | 1         | 1.0      |
| Accounting Office Manager - MAC      | 7871  | N/A   | 1         | 1.0      | 0         | 0.0      | 0         | 0.0      |
| Administrative Officer               | 10208 | MC05  | 1         | 1.0      | 1         | 1.0      | 1         | 1.0      |
| Administrative Svcs & Operations Dir | 10207 | MC11  | 0         | 0.0      | 0         | 0.0      | 1         | 1.0      |
| Chief Financial Officer              | 10213 | MC11  | 0         | 0.0      | 0         | 0.0      | 1         | 1.0      |
| Custodian - MAC                      | 10216 | MC01  | 2         | 2.0      | 2         | 2.0      | 2         | 2.0      |
| Executive Director                   | 10223 | MC12  | 1         | 1.0      | 1         | 1.0      | 1         | 1.0      |
| Executive Secretary                  | 10224 | MC05  | 1         | 1.0      | 1         | 1.0      | 1         | 1.0      |
| Fiscal Manager - MAC                 | 7888  | N/A   | 1         | 1.0      | 1         | 1.0      | 0         | 0.0      |
| Human Resources Director             | 7899  | N/A   | 1         | 1.0      | 0         | 0.0      | 0         | 0.0      |
| Human Resources Director             | 10218 | MC10  | 0         | 0.0      | 0         | 0.0      | 1         | 1.0      |
| Human Resources Specialist           | 10240 | MC09  | 1         | 1.0      | 1         | 1.0      | 3         | 3.0      |
| Information Systems Manager          | 10241 | MC09  | 1         | 1.0      | 1         | 1.0      | 1         | 1.0      |
| Office Assistant                     | 10245 | MC03  | 0         | 0.0      | 0         | 0.0      | 2         | 2.0      |
| Operations Manager                   | N/A   | N/A   | 0         | 0.0      | 1         | 1.0      | 0         | 0.0      |
| Purchasing Officer - MAC             | 6330  | N/A   | 1         | 1.0      | 1         | 1.0      | 0         | 0.0      |
| Total Positions & FTE                |       |       | 18        | 18.0     | 14        | 14.0     | 18        | 18.0     |
| 75 MAC - MAC Head Start 31502        |       |       |           |          |           |          |           |          |
| Administrative Officer - MAC         | 10209 | MC05  | 1         | 1.0      | 2         | 2.0      | 2         | 2.0      |
| Bus Driver - MAC                     | 7873  | NA    | 0         | 0.0      | 0         | 0.0      | 1         | 1.0      |
| Bus Driver                           | 10210 | MC03  | 20        | 20.0     | 22        | 22.0     | 24        | 24.0     |
| Center Manager 1 - MAC               | 10211 | MC05  | 5         | 5.0      | 5         | 5.0      | 5         | 5.0      |
| Center Manager 2 - MAC               | 10212 | MC09  | 2         | 2.0      | 6         | 6.0      | 8         | 8.0      |
| Computer Data Specialist - MAC       | 10214 | MC04  | 1         | 1.0      | 1         | 1.0      | 1         | 1.0      |
| Custodian - MAC                      | 10216 | MC01  | 9         | 9.0      | 13        | 13.0     | 13        | 12.0     |
| Custodian Leader                     | 10217 | MC03  | 0         | 0.0      | 0         | 0.0      | 1         | 1.0      |
| Disabilities Coordinator - MAC       | 10219 | MC08  | 1         | 1.0      | 1         | 1.0      | 1         | 1.0      |
| Education Coordinator - MAC          | 10220 | MC09  | 1         | 1.0      | 1         | 1.0      | 1         | 1.0      |
| Facilities Manager                   | 10258 | MC10  | 0         | 0.0      | 0         | 0.0      | 1         | 1.0      |
| Family Service Worker                | 6026  | N/A   | 2         | 0.0      | 0         | 0.0      | 0         | 0.0      |
| Family Services Coordinator - MAC    | 10225 | MC08  | 1         | 1.0      | 1         | 1.0      | 1         | 1.0      |
| Family Services Specialist 1 - MAC   | 10226 | MC04  | 9         | 9.0      | 12        | 12.0     | 11        | 11.0     |
| Family Services Specialist 2 - MAC   | 10227 | MC05  | 13        | 13.0     | 23        | 23.0     | 26        | 26.0     |
| Food Services Aide 1 - MAC           | 7889  | N/A   | 4         | 4.0      | 3         | 3.0      | 0         | 0.0      |
| Food Services Aide 2 - MAC           | 7890  | N/A   | 5         | 5.0      | 10        | 10.0     | 0         | 0.0      |
| Food Services Manager - MAC          | 7891  | N/A   | 1         | 1.0      | 1         | 1.0      | 0         | 0.0      |
| Food Services Worker 1               | 10228 | MC01  | 0         | 0.0      | 0         | 0.0      | 4         | 4.0      |
| Food Services Worker 2               | 10229 | MC02  | 0         | 0.0      | 0         | 0.0      | 8         | 8.0      |
| General Maintenance Worker - MAC     | 10231 | MC03  | 2         | 2.0      | 2         | 2.0      | 2         | 2.0      |
| General Services Manager - MAC       | 10232 | MC05  | 1         | 1.0      | 1         | 1.0      | 1         | 1.0      |
| Head Start Director                  | 10233 | MC11  | 1         | 1.0      | 0         | 0.0      | 2         | 2.0      |
| Head Start Office Manager - MAC      | 7909  | N/A   | 1         | 1.0      | 1         | 1.0      | 0         | 0.0      |
| Head Start Teacher 1 - MAC           | 10235 | MC04  | 26        | 26.0     | 25        | 25.0     | 28        | 28.0     |
| Head Start Teacher 2 - MAC           | 10236 | MC06  | 26        | 26.0     | 39        | 39.0     | 38        | 38.0     |
| Head Start Teacher 3 - Mast Deg      | 10237 | MC07  | 0         | 0.0      | 0         | 0.0      | 3         | 3.0      |
| Health And Disabilities Assistant    | 10238 | MC04  | 1         | 1.0      | 1         | 1.0      | 1         | 1.0      |
| Health Coordinator - MAC             | 10239 | MC09  | 1         | 1.0      | 1         | 1.0      | 1         | 1.0      |
| Mentor Teacher - EXP                 | N/A   | N/A   | 0         | 0.0      | 2         | 2.0      | 0         | 0.0      |



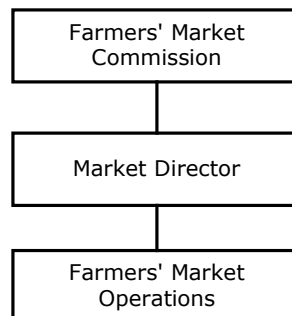
# 75 Metro Action Commission-Financial

|   |              |              | FY 2001          |                 | FY 2002          |                 | FY 2003          |                 |
|---|--------------|--------------|------------------|-----------------|------------------|-----------------|------------------|-----------------|
|   | <u>Class</u> | <u>Grade</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> |
| <b>75 MAC – MAC Head Start 31502</b>                |              |              |                  |                 |                  |                 |                  |                 |
| Nutrition Coordinator - MAC                         | 10244        | MC08         | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Office Assistant                                    | 10245        | MC03         | 0                | 0.0             | 0                | 0.0             | 2                | 2.0             |
| Parent Involvement Coordinator - MAC                | 10246        | MC08         | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Program Coordinator - MAC                           | 7034         | N/A          | 0                | 0.0             | 0                | 0.0             | 0                | 0.0             |
| Project Coordinator - MAC                           | 7906         | N/A          | 1                | 1.0             | 1                | 1.0             | 0                | 0.0             |
| Quality Assistant - EXP                             | N/A          | N/A          | 0                | 0.0             | 2                | 2.0             | 0                | 0.0             |
| Records Assistant - EXP                             | N/A          | N/A          | 0                | 0.0             | 1                | 1.0             | 0                | 0.0             |
| Security Guard - EXP                                | N/A          | N/A          | 0                | 0.0             | 1                | 1.0             | 0                | 0.0             |
| Teachers Assistant - MAC                            | 10250        | MC01         | 67               | 59.1            | 92               | 84.0            | 95               | 85.4            |
| Technical Training Education Coordinator            | 10252        | MC09         | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Transportation Manager - MAC                        | 10253        | MC05         | 1                | 1.0             | 1                | 1.0             | 2                | 2.0             |
| Transportation Support Mgr - EXP                    | N/A          | N/A          | 0                | 0.0             | 1                | 1.0             | 0                | 0.0             |
| Volunteer Coordinator                               | 10254        | MC08         | 0                | 0.0             | 0                | 0.0             | 1                | 1.0             |
| <b>Total Positions &amp; FTE</b>                    |              |              | <b>206</b>       | <b>196.1</b>    | <b>275</b>       | <b>267.0</b>    | <b>287</b>       | <b>276.4</b>    |
| <b>75 MAC - MAC LIEHP Grant 31503</b>               |              |              |                  |                 |                  |                 |                  |                 |
| Cook's Assistant                                    | 2140         | WG02         | 9                | 2.3             | 0                | 0.0             | 0                | 0.0             |
| CSBG/LIHEAP Special Services Coordinator            | 10260        | MC05         | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Eligibility Counselor 1 - MAC                       | 10221        | MC04         | 3                | 3.0             | 3                | 3.0             | 3                | 3.0             |
| Eligibility Counselor 2 - MAC                       | 10222        | MC05         | 4                | 4.0             | 2                | 2.0             | 2                | 2.0             |
| Literacy Instructor 1 - MAC                         | 7901         | N/A          | 1                | 1.0             | 0                | 0.0             | 0                | 0.0             |
| Literacy Instructor 2 - MAC                         | 7902         | N/A          | 1                | 1.0             | 0                | 0.0             | 0                | 0.0             |
| Office Assistant - MAC                              | 10245        | MC03         | 1                | 1.0             | 1                | 1.0             | 1                | 1.0             |
| Program Coordinator 1 - MAC                         | 6325         | N/A          | 1                | 0.0             | 0                | 0.0             | 0                | 0.0             |
| Social Work Technician                              | 7405         | GS05         | 0                | 0.0             | 0                | 0.0             | 0                | 0.0             |
| Teachers Assistant - CSBG                           | 7910         | N/A          | 1                | 1.0             | 0                | 0.0             | 0                | 0.0             |
| <b>Total Positions &amp; FTE</b>                    |              |              | <b>22</b>        | <b>14.3</b>     | <b>7</b>         | <b>7.0</b>      | <b>7</b>         | <b>7.0</b>      |
| <b>75 MAC - MAC CSBG Grant 31504</b>                |              |              |                  |                 |                  |                 |                  |                 |
| CSBG/LIHEAP Director                                | 10215        | MC11         | 0                | 0.0             | 1                | 1.0             | 1                | 1.0             |
| Eligibility Counselor 2                             | 10222        | MC05         | 0                | 0.0             | 5                | 5.0             | 5                | 5.0             |
| Head Start Officer Manager                          | 10234        | MC04         | 0                | 0.0             | 1                | 1.0             | 1                | 1.0             |
| Literacy Instructor 1                               | 10243        | MC04         | 0                | 0.0             | 1                | 1.0             | 1                | 1.0             |
| Literacy Instructor 2                               | 10243        | MC05         | 0                | 0.0             | 2                | 2.0             | 2                | 2.0             |
| Self Sufficiency Program Coordinator                | 10259        | MC09         | 0                | 0.0             | 1                | 1.0             | 1                | 1.0             |
| Teacher Assistant -CSBG                             | 10251        | MC03         | 0                | 0.0             | 1                | 1.0             | 1                | 1.0             |
| <b>Total Positions &amp; FTE</b>                    |              |              | <b>0</b>         | <b>0.0</b>      | <b>12</b>        | <b>12.0</b>     | <b>12</b>        | <b>12.0</b>     |
| <b>75 MAC - MAC Summer Food Program Grant 31505</b> |              |              |                  |                 |                  |                 |                  |                 |
| Administrative Officer - Seasonal                   | 10255        | MC05         | 0                | 0.0             | 1                | 1.0             | 1                | 1.0             |
| Food Service Worker II - Seasonal                   | 10257        | MC03         | 0                | 0.0             | 10               | 10.0            | 10               | 10.0            |
| Office Assistant - Seasonal                         | 10256        | MC04         | 0                | 0.0             | 1                | 1.0             | 1                | 1.0             |
| <b>Total Positions &amp; FTE</b>                    |              |              | <b>0</b>         | <b>0.0</b>      | <b>12</b>        | <b>12.0</b>     | <b>12</b>        | <b>12.0</b>     |
| <b>75 MAC - MAC Head Start CACFP Fund 31506</b>     |              |              |                  |                 |                  |                 |                  |                 |
| Family Services Specialist 2 - MAC                  | 7886         | NA           | 0                | 0.0             | 1                | 1.0             | 1                | 1.0             |
| Food Services Worker 1                              | 10228        | MC01         | 0                | 0.0             | 1                | 1.0             | 1                | 1.0             |
| Teachers Assistant - MAC                            | 7908         | NA           | 0                | 0.0             | 1                | 1.0             | 1                | 1.0             |
| <b>Total Positions &amp; FTE</b>                    |              |              | <b>0</b>         | <b>0.0</b>      | <b>3</b>         | <b>3.0</b>      | <b>3</b>         | <b>3.0</b>      |
| <b>75 MAC - MAC State Classroom Fund 31509</b>      |              |              |                  |                 |                  |                 |                  |                 |
| Head Start Teacher 2                                | 10236        | MC06         | 0                | 0.0             | 1                | 1.0             | 1                | 1.0             |
| Teachers Assistant                                  | 10250        | MC01         | 0                | 0.0             | 2                | 2.0             | 2                | 2.0             |
| <b>Total Positions &amp; FTE</b>                    |              |              | <b>0</b>         | <b>0.0</b>      | <b>3</b>         | <b>3.0</b>      | <b>3</b>         | <b>3.0</b>      |

## 60 Farmers' Market Fund-At a Glance

| <b>Vision</b>                      | To be the best Farmers' Market in the southeast, unique in its diversity.  |                           |                           |                |                |                                    |  |  |  |                      |             |             |             |                           |                           |                           |                           |                                |  |  |  |                              |           |           |           |                   |   |   |   |                       |        |        |   |                              |                  |                  |                  |                     |   |   |   |           |         |         |         |                       |                           |                           |                           |  |  |
|------------------------------------|--|---------------------------|---------------------------|----------------|----------------|------------------------------------|--|--|--|----------------------|-------------|-------------|-------------|---------------------------|---------------------------|---------------------------|---------------------------|--------------------------------|--|--|--|------------------------------|-----------|-----------|-----------|-------------------|---|---|---|-----------------------|--------|--------|---|------------------------------|------------------|------------------|------------------|---------------------|---|---|---|-----------|---------|---------|---------|-----------------------|---------------------------|---------------------------|---------------------------|--|--|
| <b>Mission</b>                     | Through a collaboration of government and local owner-operators, the Davidson County Farmers' Market provides: a diverse collection of the freshest, highest-quality foods available; service to customers that is second to none; and products that provide a good value for the dollar; in an atmosphere that provides a unique shopping experience with an emphasis on Tennessee.   |                           |                           |                |                |                                    |  |  |  |                      |             |             |             |                           |                           |                           |                           |                                |  |  |  |                              |           |           |           |                   |   |   |   |                       |        |        |   |                              |                  |                  |                  |                     |   |   |   |           |         |         |         |                       |                           |                           |                           |  |  |
| <b>Budget Summary</b>              | <table> <tr> <th></th><th><u>2000-01</u></th><th><u>2001-02</u></th><th><u>2002-03</u></th></tr> <tr> <td><b>Expenditures and Transfers:</b></td><td></td><td></td><td></td></tr> <tr> <td>Farmer's Market Fund</td><td>\$1,026,023</td><td>\$1,122,671</td><td>\$1,127,284</td></tr> <tr> <td><b>Total Expenditures</b></td><td><b><u>\$1,026,023</u></b></td><td><b><u>\$1,122,671</u></b></td><td><b><u>\$1,127,284</u></b></td></tr> <tr> <td><b>Revenues and Transfers:</b></td><td></td><td></td><td></td></tr> <tr> <td>Charges, Commissions, &amp; Fees</td><td>\$742,435</td><td>\$819,997</td><td>\$840,872</td></tr> <tr> <td>Other Governments</td><td>0</td><td>0</td><td>0</td></tr> <tr> <td>Other Program Revenue</td><td>23,000</td><td>42,966</td><td>0</td></tr> <tr> <td><b>Total Program Revenue</b></td><td><b>\$765,435</b></td><td><b>\$862,963</b></td><td><b>\$840,872</b></td></tr> <tr> <td>Non-program Revenue</td><td>0</td><td>0</td><td>0</td></tr> <tr> <td>Transfers</td><td>260,588</td><td>259,708</td><td>258,457</td></tr> <tr> <td><b>Total Revenues</b></td><td><b><u>\$1,026,023</u></b></td><td><b><u>\$1,122,671</u></b></td><td><b><u>\$1,099,329</u></b></td></tr> </table> |                           | <u>2000-01</u>            | <u>2001-02</u> | <u>2002-03</u> | <b>Expenditures and Transfers:</b> |  |  |  | Farmer's Market Fund | \$1,026,023 | \$1,122,671 | \$1,127,284 | <b>Total Expenditures</b> | <b><u>\$1,026,023</u></b> | <b><u>\$1,122,671</u></b> | <b><u>\$1,127,284</u></b> | <b>Revenues and Transfers:</b> |  |  |  | Charges, Commissions, & Fees | \$742,435 | \$819,997 | \$840,872 | Other Governments | 0 | 0 | 0 | Other Program Revenue | 23,000 | 42,966 | 0 | <b>Total Program Revenue</b> | <b>\$765,435</b> | <b>\$862,963</b> | <b>\$840,872</b> | Non-program Revenue | 0 | 0 | 0 | Transfers | 260,588 | 259,708 | 258,457 | <b>Total Revenues</b> | <b><u>\$1,026,023</u></b> | <b><u>\$1,122,671</u></b> | <b><u>\$1,099,329</u></b> |  |  |
|                                    | <u>2000-01</u>   | <u>2001-02</u>            | <u>2002-03</u>            |                |                |                                    |  |  |  |                      |             |             |             |                           |                           |                           |                           |                                |  |  |  |                              |           |           |           |                   |   |   |   |                       |        |        |   |                              |                  |                  |                  |                     |   |   |   |           |         |         |         |                       |                           |                           |                           |  |  |
| <b>Expenditures and Transfers:</b> |  |                           |                           |                |                |                                    |  |  |  |                      |             |             |             |                           |                           |                           |                           |                                |  |  |  |                              |           |           |           |                   |   |   |   |                       |        |        |   |                              |                  |                  |                  |                     |   |   |   |           |         |         |         |                       |                           |                           |                           |  |  |
| Farmer's Market Fund               | \$1,026,023  | \$1,122,671               | \$1,127,284               |                |                |                                    |  |  |  |                      |             |             |             |                           |                           |                           |                           |                                |  |  |  |                              |           |           |           |                   |   |   |   |                       |        |        |   |                              |                  |                  |                  |                     |   |   |   |           |         |         |         |                       |                           |                           |                           |  |  |
| <b>Total Expenditures</b>          | <b><u>\$1,026,023</u></b>  | <b><u>\$1,122,671</u></b> | <b><u>\$1,127,284</u></b> |                |                |                                    |  |  |  |                      |             |             |             |                           |                           |                           |                           |                                |  |  |  |                              |           |           |           |                   |   |   |   |                       |        |        |   |                              |                  |                  |                  |                     |   |   |   |           |         |         |         |                       |                           |                           |                           |  |  |
| <b>Revenues and Transfers:</b>     |  |                           |                           |                |                |                                    |  |  |  |                      |             |             |             |                           |                           |                           |                           |                                |  |  |  |                              |           |           |           |                   |   |   |   |                       |        |        |   |                              |                  |                  |                  |                     |   |   |   |           |         |         |         |                       |                           |                           |                           |  |  |
| Charges, Commissions, & Fees       | \$742,435  | \$819,997                 | \$840,872                 |                |                |                                    |  |  |  |                      |             |             |             |                           |                           |                           |                           |                                |  |  |  |                              |           |           |           |                   |   |   |   |                       |        |        |   |                              |                  |                  |                  |                     |   |   |   |           |         |         |         |                       |                           |                           |                           |  |  |
| Other Governments                  | 0  | 0                         | 0                         |                |                |                                    |  |  |  |                      |             |             |             |                           |                           |                           |                           |                                |  |  |  |                              |           |           |           |                   |   |   |   |                       |        |        |   |                              |                  |                  |                  |                     |   |   |   |           |         |         |         |                       |                           |                           |                           |  |  |
| Other Program Revenue              | 23,000   | 42,966                    | 0                         |                |                |                                    |  |  |  |                      |             |             |             |                           |                           |                           |                           |                                |  |  |  |                              |           |           |           |                   |   |   |   |                       |        |        |   |                              |                  |                  |                  |                     |   |   |   |           |         |         |         |                       |                           |                           |                           |  |  |
| <b>Total Program Revenue</b>       | <b>\$765,435</b>   | <b>\$862,963</b>          | <b>\$840,872</b>          |                |                |                                    |  |  |  |                      |             |             |             |                           |                           |                           |                           |                                |  |  |  |                              |           |           |           |                   |   |   |   |                       |        |        |   |                              |                  |                  |                  |                     |   |   |   |           |         |         |         |                       |                           |                           |                           |  |  |
| Non-program Revenue                | 0  | 0                         | 0                         |                |                |                                    |  |  |  |                      |             |             |             |                           |                           |                           |                           |                                |  |  |  |                              |           |           |           |                   |   |   |   |                       |        |        |   |                              |                  |                  |                  |                     |   |   |   |           |         |         |         |                       |                           |                           |                           |  |  |
| Transfers                          | 260,588  | 259,708                   | 258,457                   |                |                |                                    |  |  |  |                      |             |             |             |                           |                           |                           |                           |                                |  |  |  |                              |           |           |           |                   |   |   |   |                       |        |        |   |                              |                  |                  |                  |                     |   |   |   |           |         |         |         |                       |                           |                           |                           |  |  |
| <b>Total Revenues</b>              | <b><u>\$1,026,023</u></b>  | <b><u>\$1,122,671</u></b> | <b><u>\$1,099,329</u></b> |                |                |                                    |  |  |  |                      |             |             |             |                           |                           |                           |                           |                                |  |  |  |                              |           |           |           |                   |   |   |   |                       |        |        |   |                              |                  |                  |                  |                     |   |   |   |           |         |         |         |                       |                           |                           |                           |  |  |
| <b>Positions</b>                   | Total Budgeted Positions   | 7                         | 8                         |                |                |                                    |  |  |  |                      |             |             |             |                           |                           |                           |                           |                                |  |  |  |                              |           |           |           |                   |   |   |   |                       |        |        |   |                              |                  |                  |                  |                     |   |   |   |           |         |         |         |                       |                           |                           |                           |  |  |
| <b>Contacts</b>                    | Farmers' Market Director: Jim Cupit      email: jim.cupit@nashville.gov<br>Financial Manager: Gipson Groom      email: gipson.groom@nashville.gov<br><br>900 8 <sup>th</sup> Avenue North 37208      Phone: 880-2001      FAX: 880-2000  |                           |                           |                |                |                                    |  |  |  |                      |             |             |             |                           |                           |                           |                           |                                |  |  |  |                              |           |           |           |                   |   |   |   |                       |        |        |   |                              |                  |                  |                  |                     |   |   |   |           |         |         |         |                       |                           |                           |                           |  |  |

### Organizational Structure



# 60 Farmers' Market Fund-At a Glance

## Budget Highlights FY 2003

|                                |                |
|--------------------------------|----------------|
| • Information Systems billings | \$4,613        |
| Total                          | <u>\$4,613</u> |

## Overview

### FARMERS' MARKET OPERATIONS

Farmers' Market operates a quality market with high standards of cleanliness, security, and product offering and continues as a self-supporting enterprise fund by means of efficient revenue generation and expenditure control.

# 60 Farmers' Market Fund-Performance

| Objectives  | Performance Measures   | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|---|--|-------------------|--------------------|-------------------|-------------------|
| <b>FARMERS' MARKET OPERATIONS</b>   |  |                   |                    |                   |                   |
| 1. To operate as an Enterprise Fund at or above a break-even point.               | Monthly results presented to our board. Yearly results presented by the external auditors  | \$1,026,023       | \$1,091,637        | \$1,122,671       | \$1,098,519       |
| 2. To maintain a clean and safe market for our vendors and the public in general. | Cost of daily review of the cleanliness of the market by the operation manager and director. Daily security reports presented to the director* | 339,052           | 308,408            | 356,699           | 368,800           |

\* Included in the above.

# 60 Farmers Market Fund-Financial

## Farmer's Market Farmers Market Fund

| EXPENSE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>OPERATING EXPENSE:</b>                        |                   |                    |                   |                   |
| <b>PERSONAL SERVICES:</b>                        |                   |                    |                   |                   |
| Salary Expense                                   | 219,052           | 213,018            | 231,135           | 231,135           |
| Fringe Benefits                                  | 57,304            | 58,393             | 58,623            | 58,623            |
| Per Diem & Other Fees                            | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL PERSONAL SERVICES</b>                   | <b>276,356</b>    | <b>271,411</b>     | <b>289,758</b>    | <b>289,758</b>    |
| <b>OTHER SERVICES:</b>                           |                   |                    |                   |                   |
| Utilities  | 174,852           | 188,517            | 199,500           | 199,500           |
| Professional Services                            | 772               | 0                  | 772               | 772               |
| Purchased Services                               | 168,625           | 163,063            | 174,189           | 174,189           |
| Travel   | 180               | 72                 | 180               | 180               |
| Communications                                   | 103               | 11                 | 103               | 103               |
| Printing   | 0                 | 48                 | 0                 | 0                 |
| Advertising & Promotion                          | 30,800            | 84,467             | 100,000           | 100,000           |
| Subscriptions                                    | 506               | 325                | 506               | 506               |
| Tuition, Reg., & Membership Dues                 | 700               | 0                  | 700               | 700               |
| Repairs & Maintenance Services                   | 14,931            | 23,607             | 14,931            | 14,931            |
| Internal Service Fees                            | 4,654             | 5,723              | 4,454             | 9,067             |
| <b>TOTAL OTHER SERVICES</b>                      | <b>396,123</b>    | <b>465,833</b>     | <b>495,335</b>    | <b>499,948</b>    |
| <b>OTHER EXPENSE:</b>                            |                   |                    |                   |                   |
| Supplies and Materials                           | 21,643            | 26,482             | 21,843            | 21,843            |
| Misc. Other Expenses & Payments                  | 165               | 1,670              | 165               | 165               |
| Fixed Charges                                    | 2,293             | 2,523              | 2,293             | 2,293             |
| Licenses, Permits, & Fees                        | 395               | 547                | 395               | 395               |
| Taxes  | 0                 | 0                  | 0                 | 0                 |
| Grant Contributions & Awards                     | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL OTHER EXPENSE</b>                       | <b>24,496</b>     | <b>31,222</b>      | <b>24,696</b>     | <b>24,696</b>     |
| <b>PENSION, ANNUITY, DEBT, &amp; OTHER COSTS</b> | <b>260,588</b>    | <b>297,079</b>     | <b>259,708</b>    | <b>259,708</b>    |
| <b>EQUIPMENT, BUILDINGS, &amp; LAND</b>          | <b>68,460</b>     | <b>0</b>           | <b>53,174</b>     | <b>53,174</b>     |
| <b>SPECIAL PROJECTS</b>                          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL OPERATING EXPENSE</b>                   | <b>1,026,023</b>  | <b>1,065,545</b>   | <b>1,122,671</b>  | <b>1,127,284</b>  |
| <b>TRANSFERS TO OTHER FUNDS &amp; UNITS:</b>     | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL EXPENSE AND TRANSFERS</b>               | <b>1,026,023</b>  | <b>1,065,545</b>   | <b>1,122,671</b>  | <b>1,127,284</b>  |

# 60 Farmers Market Fund-Financial

## Farmer's Market Farmers Market Fund

|  | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>REVENUE AND TRANSFERS</b>                     |                   |                    |                   |                   |
| <b>PROGRAM REVENUE:</b>                          |                   |                    |                   |                   |
| <b>Charges, Commissions, &amp; Fees</b>          |                   |                    |                   |                   |
| Charges For Current Services                     | 742,435           | 826,316            | 819,997           | 840,872           |
| Commissions and Fees                             | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Charges, Commissions, &amp; Fees</b> | <b>742,435</b>    | <b>826,316</b>     | <b>819,997</b>    | <b>840,872</b>    |
| <b>Other Governments &amp; Agencies</b>          |                   |                    |                   |                   |
| Federal Direct                                   | 0                 | 0                  | 0                 | 0                 |
| Federal Through State                            | 0                 | 0                  | 0                 | 0                 |
| Federal Through Other Pass-Through               | 0                 | 0                  | 0                 | 0                 |
| State Direct                                     | 0                 | 0                  | 0                 | 0                 |
| Other Government Agencies                        | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Governments &amp; Agencies</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>Other Program Revenue</b>                     |                   |                    |                   |                   |
| Contributions and Gifts                          | 0                 | 0                  | 0                 | 0                 |
| Miscellaneous Revenue                            | 0                 | 194                | 0                 | 0                 |
| Use of Money or Property                         | 23,000            | 42,721             | 42,966            | 0                 |
| <b>Subtotal Other Program Revenue</b>            | <b>23,000</b>     | <b>42,915</b>      | <b>42,966</b>     | <b>0</b>          |
| <b>TOTAL PROGRAM REVENUE</b>                     | <b>765,435</b>    | <b>869,231</b>     | <b>862,963</b>    | <b>840,872</b>    |
| <b>NON-PROGRAM REVENUE:</b>                      |                   |                    |                   |                   |
| Property Taxes                                   | 0                 | 0                  | 0                 | 0                 |
| Local Option Sales Tax                           | 0                 | 0                  | 0                 | 0                 |
| Other Taxes, Licenses, & Permits                 | 0                 | 0                  | 0                 | 0                 |
| Fines, Forfeits, & Penalties                     | 0                 | 0                  | 0                 | 0                 |
| Compensation From Property                       | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL NON-PROGRAM REVENUE</b>                 | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TRANSFERS FROM OTHER FUNDS AND UNITS:</b>     | <b>260,588</b>    | <b>260,588</b>     | <b>259,708</b>    | <b>258,457</b>    |
| <b>TOTAL REVENUE AND TRANSFERS</b>               | <b>1,026,023</b>  | <b>1,129,819</b>   | <b>1,122,671</b>  | <b>1,099,329</b>  |

# 60 Farmers Market Fund-Financial

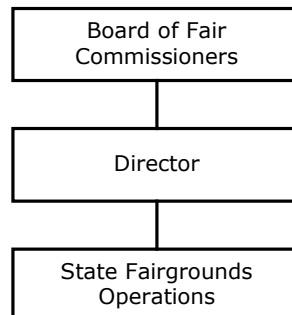
**Reminder:** Some classifications were deleted and new classifications (class number 10000 and above) were added to implement the 2002 Reclassification Study & Pay Plan. Many of the class changes from FY 2001 to FY 2002 were due to implementing that Study.

|                                | Class | Grade | FY 2001   |          | FY 2002   |          | FY 2003   |          |
|--------------------------------|-------|-------|-----------|----------|-----------|----------|-----------|----------|
|                                |       |       | Bud. Pos. | Bud. FTE | Bud. Pos. | Bud. FTE | Bud. Pos. | Bud. FTE |
| 60 Farmers Market - Fund 60152 |       |       |           |          |           |          |           |          |
| Director of Farmers Mkt        | 07112 | NS    | 1         | 1.0      | 1         | 1.0      | 1         | 1.0      |
| Finance Mgr - Farmers Mkt      | 07709 | NS    | 1         | 1.0      | 1         | 1.0      | 1         | 1.0      |
| Office Assistant 1             | 07747 | GS03  | 0         | 0.0      | 1         | 1.0      | 0         | 0.0      |
| Office Support Spec 1          | 10123 | SR07  | 0         | 0.0      | 0         | 0.0      | 1         | 1.0      |
| Operations Mgr - Farmers Mkt   | 07708 | NS    | 1         | 1.0      | 1         | 1.0      | 1         | 1.0      |
| Sanitarian                     | 04130 | NS    | 4         | 3.0      | 4         | 5.0      | 4         | 3.5      |
| Total Positions & FTE          |       |       | 7         | 6.0      | 8         | 9.0      | 8         | 7.5      |

## 62 State Fair Fund-At a Glance

| <b>Vision</b>                      | To perform administrative and fiscal duties relative to the Tennessee State Fair and fairgrounds, operating on a year-round basis under the volunteer five-member Metropolitan Board of Fair Commissioners. The Board is authorized to collect and disperse its own revenue.   |                    |                    |                |                |                                    |  |  |  |                 |             |             |             |                           |                    |                    |                    |                                |  |  |  |                              |             |             |             |                   |        |   |   |                       |         |         |         |                              |                    |                    |                    |                     |   |   |   |           |   |   |   |                       |                    |                    |                    |  |  |
|------------------------------------|--|--------------------|--------------------|----------------|----------------|------------------------------------|--|--|--|-----------------|-------------|-------------|-------------|---------------------------|--------------------|--------------------|--------------------|--------------------------------|--|--|--|------------------------------|-------------|-------------|-------------|-------------------|--------|---|---|-----------------------|---------|---------|---------|------------------------------|--------------------|--------------------|--------------------|---------------------|---|---|---|-----------|---|---|---|-----------------------|--------------------|--------------------|--------------------|--|--|
| <b>Mission</b>                     | The mission is to be a major venue for agricultural, exhibition, entertainment, cultural, and educational uses for the purposes of enhancing the economic and social benefits to the residents and visitors to the Middle Tennessee region. Of primary importance is the staging of the annual Tennessee State Fair that showcases agriculture, commerce, technology, and industry of the region and provides quality educational and entertainment opportunities for its patrons.   |                    |                    |                |                |                                    |  |  |  |                 |             |             |             |                           |                    |                    |                    |                                |  |  |  |                              |             |             |             |                   |        |   |   |                       |         |         |         |                              |                    |                    |                    |                     |   |   |   |           |   |   |   |                       |                    |                    |                    |  |  |
| <b>Budget Summary</b>              | <table> <tr> <th></th><th><u>2000-01</u></th><th><u>2001-02</u></th><th><u>2002-03</u></th></tr> <tr> <td><b>Expenditures and Transfers:</b></td><td></td><td></td><td></td></tr> <tr> <td>State Fair Fund</td><td>\$9,116,185</td><td>\$3,803,964</td><td>\$3,816,367</td></tr> <tr> <td><b>Total Expenditures</b></td><td><b>\$9,116,185</b></td><td><b>\$3,803,964</b></td><td><b>\$3,816,367</b></td></tr> <tr> <td><b>Revenues and Transfers:</b></td><td></td><td></td><td></td></tr> <tr> <td>Charges, Commissions, &amp; Fees</td><td>\$3,944,000</td><td>\$3,403,214</td><td>\$3,768,600</td></tr> <tr> <td>Other Governments</td><td>12,000</td><td>0</td><td>0</td></tr> <tr> <td>Other Program Revenue</td><td>175,600</td><td>400,750</td><td>175,300</td></tr> <tr> <td><b>Total Program Revenue</b></td><td><b>\$4,131,600</b></td><td><b>\$3,803,964</b></td><td><b>\$3,943,900</b></td></tr> <tr> <td>Non-program Revenue</td><td>0</td><td>0</td><td>0</td></tr> <tr> <td>Transfers</td><td>0</td><td>0</td><td>0</td></tr> <tr> <td><b>Total Revenues</b></td><td><b>\$4,131,600</b></td><td><b>\$3,803,964</b></td><td><b>\$3,943,900</b></td></tr> </table> |                    | <u>2000-01</u>     | <u>2001-02</u> | <u>2002-03</u> | <b>Expenditures and Transfers:</b> |  |  |  | State Fair Fund | \$9,116,185 | \$3,803,964 | \$3,816,367 | <b>Total Expenditures</b> | <b>\$9,116,185</b> | <b>\$3,803,964</b> | <b>\$3,816,367</b> | <b>Revenues and Transfers:</b> |  |  |  | Charges, Commissions, & Fees | \$3,944,000 | \$3,403,214 | \$3,768,600 | Other Governments | 12,000 | 0 | 0 | Other Program Revenue | 175,600 | 400,750 | 175,300 | <b>Total Program Revenue</b> | <b>\$4,131,600</b> | <b>\$3,803,964</b> | <b>\$3,943,900</b> | Non-program Revenue | 0 | 0 | 0 | Transfers | 0 | 0 | 0 | <b>Total Revenues</b> | <b>\$4,131,600</b> | <b>\$3,803,964</b> | <b>\$3,943,900</b> |  |  |
|                                    | <u>2000-01</u>   | <u>2001-02</u>     | <u>2002-03</u>     |                |                |                                    |  |  |  |                 |             |             |             |                           |                    |                    |                    |                                |  |  |  |                              |             |             |             |                   |        |   |   |                       |         |         |         |                              |                    |                    |                    |                     |   |   |   |           |   |   |   |                       |                    |                    |                    |  |  |
| <b>Expenditures and Transfers:</b> |  |                    |                    |                |                |                                    |  |  |  |                 |             |             |             |                           |                    |                    |                    |                                |  |  |  |                              |             |             |             |                   |        |   |   |                       |         |         |         |                              |                    |                    |                    |                     |   |   |   |           |   |   |   |                       |                    |                    |                    |  |  |
| State Fair Fund                    | \$9,116,185  | \$3,803,964        | \$3,816,367        |                |                |                                    |  |  |  |                 |             |             |             |                           |                    |                    |                    |                                |  |  |  |                              |             |             |             |                   |        |   |   |                       |         |         |         |                              |                    |                    |                    |                     |   |   |   |           |   |   |   |                       |                    |                    |                    |  |  |
| <b>Total Expenditures</b>          | <b>\$9,116,185</b>   | <b>\$3,803,964</b> | <b>\$3,816,367</b> |                |                |                                    |  |  |  |                 |             |             |             |                           |                    |                    |                    |                                |  |  |  |                              |             |             |             |                   |        |   |   |                       |         |         |         |                              |                    |                    |                    |                     |   |   |   |           |   |   |   |                       |                    |                    |                    |  |  |
| <b>Revenues and Transfers:</b>     |  |                    |                    |                |                |                                    |  |  |  |                 |             |             |             |                           |                    |                    |                    |                                |  |  |  |                              |             |             |             |                   |        |   |   |                       |         |         |         |                              |                    |                    |                    |                     |   |   |   |           |   |   |   |                       |                    |                    |                    |  |  |
| Charges, Commissions, & Fees       | \$3,944,000  | \$3,403,214        | \$3,768,600        |                |                |                                    |  |  |  |                 |             |             |             |                           |                    |                    |                    |                                |  |  |  |                              |             |             |             |                   |        |   |   |                       |         |         |         |                              |                    |                    |                    |                     |   |   |   |           |   |   |   |                       |                    |                    |                    |  |  |
| Other Governments                  | 12,000   | 0                  | 0                  |                |                |                                    |  |  |  |                 |             |             |             |                           |                    |                    |                    |                                |  |  |  |                              |             |             |             |                   |        |   |   |                       |         |         |         |                              |                    |                    |                    |                     |   |   |   |           |   |   |   |                       |                    |                    |                    |  |  |
| Other Program Revenue              | 175,600  | 400,750            | 175,300            |                |                |                                    |  |  |  |                 |             |             |             |                           |                    |                    |                    |                                |  |  |  |                              |             |             |             |                   |        |   |   |                       |         |         |         |                              |                    |                    |                    |                     |   |   |   |           |   |   |   |                       |                    |                    |                    |  |  |
| <b>Total Program Revenue</b>       | <b>\$4,131,600</b>   | <b>\$3,803,964</b> | <b>\$3,943,900</b> |                |                |                                    |  |  |  |                 |             |             |             |                           |                    |                    |                    |                                |  |  |  |                              |             |             |             |                   |        |   |   |                       |         |         |         |                              |                    |                    |                    |                     |   |   |   |           |   |   |   |                       |                    |                    |                    |  |  |
| Non-program Revenue                | 0  | 0                  | 0                  |                |                |                                    |  |  |  |                 |             |             |             |                           |                    |                    |                    |                                |  |  |  |                              |             |             |             |                   |        |   |   |                       |         |         |         |                              |                    |                    |                    |                     |   |   |   |           |   |   |   |                       |                    |                    |                    |  |  |
| Transfers                          | 0  | 0                  | 0                  |                |                |                                    |  |  |  |                 |             |             |             |                           |                    |                    |                    |                                |  |  |  |                              |             |             |             |                   |        |   |   |                       |         |         |         |                              |                    |                    |                    |                     |   |   |   |           |   |   |   |                       |                    |                    |                    |  |  |
| <b>Total Revenues</b>              | <b>\$4,131,600</b>   | <b>\$3,803,964</b> | <b>\$3,943,900</b> |                |                |                                    |  |  |  |                 |             |             |             |                           |                    |                    |                    |                                |  |  |  |                              |             |             |             |                   |        |   |   |                       |         |         |         |                              |                    |                    |                    |                     |   |   |   |           |   |   |   |                       |                    |                    |                    |  |  |
| <b>Positions</b>                   | Total Budgeted Positions   | 19                 | 19                 |                |                |                                    |  |  |  |                 |             |             |             |                           |                    |                    |                    |                                |  |  |  |                              |             |             |             |                   |        |   |   |                       |         |         |         |                              |                    |                    |                    |                     |   |   |   |           |   |   |   |                       |                    |                    |                    |  |  |
| <b>Contacts</b>                    | State Fair Director: Rob Clifton      email: rob.clifton@nashville.gov<br>Financial Manager: Howell Townes      email: howell_townes@metro.nashville.org<br>Box 40208 37204      Phone: 862-8980      FAX: 862-8992  |                    |                    |                |                |                                    |  |  |  |                 |             |             |             |                           |                    |                    |                    |                                |  |  |  |                              |             |             |             |                   |        |   |   |                       |         |         |         |                              |                    |                    |                    |                     |   |   |   |           |   |   |   |                       |                    |                    |                    |  |  |

### Organizational Structure





# 62 State Fair Fund-At a Glance

## Budget Highlights FY 2003

|                                 |                 |
|---------------------------------|-----------------|
| • Information Systems billings  | \$17,103        |
| • 800 MHz radio cost reductions | -4,700          |
| Total                           | <u>\$12,403</u> |

## Overview

### STATE FAIRGROUNDS OPERATIONS

The State Fair has a five-member Board of Fair Commissioners that oversees the operation of the Tennessee State Fairgrounds on a year-around basis. The Tennessee State Fairgrounds consists of approximately

117 acres about 3 miles south of downtown Nashville, just a few blocks away from Interstate 65 and the 440 Parkway. It puts on the profitable Tennessee State Fair Flea Market for one weekend each month during all 12 months of the year. It also produces the annual ten-day Tennessee State Fair every September. The buildings on the Tennessee State Fairgrounds are rented for various events on a year-round basis, with the rental and set up of tables and chairs available. The Sports Arena is rented for professional wrestling matches most Saturday nights. The 5/8 mile race track and accompanying 14,500-person grandstand on the Fairgrounds has the NASCAR Weekly Racing Series most Saturday nights during racing season.

## 62 State Fair Fund-Performance

| Objectives   | Performance Measures   | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|--|-------------------|--------------------|-------------------|-------------------|
| <b>STATE FAIRGROUNDS OPERATIONS</b>  |  |                   |                    |                   |                   |
| 1. Increase rental income paid to the Tennessee State Fair from racing (includes monster trucks during the annual ten-day Fair). | Rental income received by the Tennessee State Fair for racing (includes monster trucks during the annual ten-day Fair) | \$188,000         | \$16,145           | \$11,000          | \$210,000         |
| 2. Increase booth rental income from the monthly Flea Market.  | Flea Market booth rental revenue received by the Tennessee State Fair  | \$1,500,000       | \$1,189,868        | \$1,231,214       | \$1,350,000       |
| 3. Increase attendance at the annual ten-day Tennessee State Fair.   | Attendance for the annual ten-day Tennessee State Fair   | \$200,000         | \$181,000          | \$200,000         | \$200,000         |

# 62 State Fair Fund-Financial

## State Fair Board State Fair Fund

| EXPENSE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>OPERATING EXPENSE:</b>                        |                   |                    |                   |                   |
| <b>PERSONAL SERVICES:</b>                        |                   |                    |                   |                   |
| Salary Expense                                   | 810,550           | 833,820            | 805,738           | 805,738           |
| Fringe Benefits                                  | 194,105           | 166,276            | 154,551           | 154,551           |
| Per Diem & Other Fees                            | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL PERSONAL SERVICES</b>                   | <b>1,004,655</b>  | <b>1,000,096</b>   | <b>960,289</b>    | <b>960,289</b>    |
| <b>OTHER SERVICES:</b>                           |                   |                    |                   |                   |
| Utilities  | 475,900           | 442,144            | 498,950           | 498,950           |
| Professional Services                            | 157,000           | 407,827            | 431,000           | 431,000           |
| Purchased Services                               | 578,200           | 492,980            | 487,550           | 487,550           |
| Travel   | 4,775             | 2,279              | 3,975             | 3,975             |
| Communications                                   | 13,300            | 10,111             | 18,500            | 18,500            |
| Printing   | 30,500            | 21,461             | 25,300            | 25,300            |
| Advertising & Promotion                          | 305,000           | 278,118            | 280,000           | 280,000           |
| Subscriptions                                    | 850               | 247                | 600               | 600               |
| Tuition, Reg., & Membership Dues                 | 5,000             | 5,502              | 6,700             | 6,700             |
| Repairs & Maintenance Services                   | 144,200           | 152,017            | 131,500           | 131,500           |
| Internal Service Fees                            | 72,000            | 63,744             | 48,300            | 60,703            |
| <b>TOTAL OTHER SERVICES</b>                      | <b>1,786,725</b>  | <b>1,876,430</b>   | <b>1,932,375</b>  | <b>1,944,778</b>  |
| <b>OTHER EXPENSE:</b>                            |                   |                    |                   |                   |
| Supplies and Materials                           | 383,050           | 202,909            | 184,500           | 184,500           |
| Misc. Other Expenses & Payments                  | 1,650             | 1,513              | 1,650             | 1,650             |
| Fixed Charges                                    | 159,100           | 119,059            | 142,800           | 142,800           |
| Licenses, Permits, & Fees                        | 3,600             | 915                | 2,350             | 2,350             |
| Taxes  | 125,000           | 0                  | 0                 | 0                 |
| Grant Contributions & Awards                     | 185,000           | 180,229            | 185,000           | 185,000           |
| <b>TOTAL OTHER EXPENSE</b>                       | <b>857,400</b>    | <b>504,625</b>     | <b>516,300</b>    | <b>516,300</b>    |
| <b>PENSION, ANNUITY, DEBT, &amp; OTHER COSTS</b> | <b>450,000</b>    | <b>303,433</b>     | <b>375,000</b>    | <b>375,000</b>    |
| <b>EQUIPMENT, BUILDINGS, &amp; LAND</b>          | <b>4,997,405</b>  | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>SPECIAL PROJECTS</b>                          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL OPERATING EXPENSE</b>                   | <b>9,096,185</b>  | <b>3,684,584</b>   | <b>3,783,964</b>  | <b>3,796,367</b>  |
| <b>TRANSFERS TO OTHER FUNDS &amp; UNITS:</b>     | <b>20,000</b>     | <b>20,000</b>      | <b>20,000</b>     | <b>20,000</b>     |
| <b>TOTAL EXPENSE AND TRANSFERS</b>               | <b>9,116,185</b>  | <b>3,704,584</b>   | <b>3,803,964</b>  | <b>3,816,367</b>  |

# 62 State Fair Fund-Financial

## State Fair Board State Fair Fund

| REVENUE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>PROGRAM REVENUE:</b>                          |                   |                    |                   |                   |
| <b>Charges, Commissions, &amp; Fees</b>          |                   |                    |                   |                   |
| Charges For Current Services                     | 3,944,000         | 3,306,163          | 3,403,214         | 3,768,600         |
| Commissions and Fees                             | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Charges, Commissions, &amp; Fees</b> | <b>3,944,000</b>  | <b>3,306,163</b>   | <b>3,403,214</b>  | <b>3,768,600</b>  |
| <b>Other Governments &amp; Agencies</b>          |                   |                    |                   |                   |
| Federal Direct                                   | 0                 | 0                  | 0                 | 0                 |
| Federal Through State                            | 0                 | 0                  | 0                 | 0                 |
| Federal Through Other Pass-Through               | 0                 | 0                  | 0                 | 0                 |
| State Direct                                     | 12,000            | 0                  | 0                 | 0                 |
| Other Government Agencies                        | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Governments &amp; Agencies</b> | <b>12,000</b>     | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>Other Program Revenue</b>                     |                   |                    |                   |                   |
| Contributions and Gifts                          | 0                 | 0                  | 0                 | 0                 |
| Miscellaneous Revenue                            | 0                 | 1,997              | 0                 | 0                 |
| Use of Money or Property                         | 175,600           | 488,949            | 400,750           | 175,300           |
| <b>Subtotal Other Program Revenue</b>            | <b>175,600</b>    | <b>490,946</b>     | <b>400,750</b>    | <b>175,300</b>    |
| <b>TOTAL PROGRAM REVENUE</b>                     | <b>4,131,600</b>  | <b>3,797,109</b>   | <b>3,803,964</b>  | <b>3,943,900</b>  |
| <b>NON-PROGRAM REVENUE:</b>                      |                   |                    |                   |                   |
| Property Taxes                                   | 0                 | 0                  | 0                 | 0                 |
| Local Option Sales Tax                           | 0                 | 0                  | 0                 | 0                 |
| Other Taxes, Licenses, & Permits                 | 0                 | 0                  | 0                 | 0                 |
| Fines, Forfeits, & Penalties                     | 0                 | 0                  | 0                 | 0                 |
| Compensation From Property                       | 0                 | 1,755              | 0                 | 0                 |
| <b>TOTAL NON-PROGRAM REVENUE</b>                 | <b>0</b>          | <b>1,755</b>       | <b>0</b>          | <b>0</b>          |
| <b>TRANSFERS FROM OTHER FUNDS AND UNITS:</b>     | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL REVENUE AND TRANSFERS</b>               | <b>4,131,600</b>  | <b>3,798,864</b>   | <b>3,803,964</b>  | <b>3,943,900</b>  |

## 62 State Fair Fund-Financial

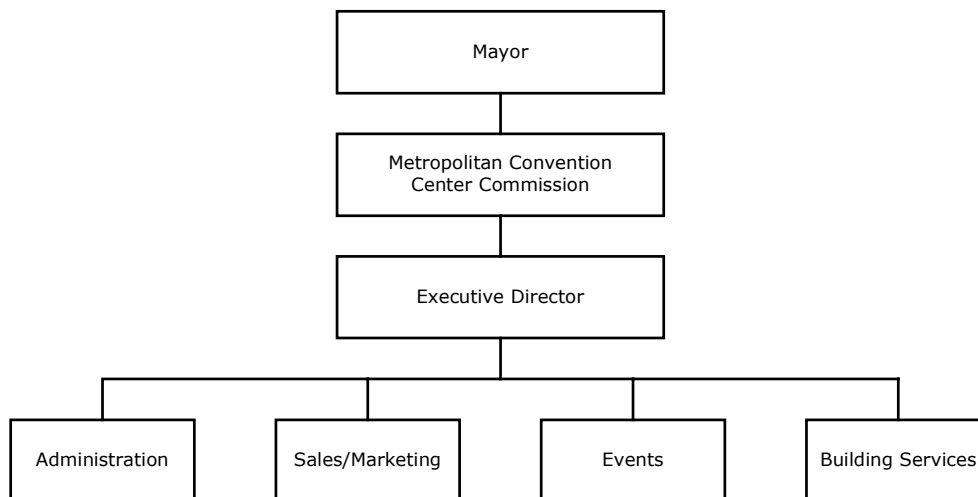
**Reminder:** Some classifications were deleted and new classifications (class number 10000 and above) were added to implement the 2002 Reclassification Study & Pay Plan. Many of the class changes from FY 2001 to FY 2002 were due to implementing that Study.

|                              | Class | Grade | FY 2001   |          | FY 2002   |          | FY 2003   |          |
|------------------------------|-------|-------|-----------|----------|-----------|----------|-----------|----------|
|                              |       |       | Bud. Pos. | Bud. FTE | Bud. Pos. | Bud. FTE | Bud. Pos. | Bud. FTE |
| 62 State Fair - Fund 60156   |       |       |           |          |           |          |           |          |
| Administrative Specialist    | 07720 | SR11  | 2         | 2.0      | 2         | 2.0      | 2         | 2.0      |
| Bldg Maint Supt              | 00842 | TS13  | 1         | 1.0      | 1         | 1.0      | 0         | 0.0      |
| Building Maint Supv          | 07256 | TS11  | 0         | 0.0      | 0         | 0.0      | 1         | 1.0      |
| Facility Coordinator         | 07040 | SR11  | 1         | 1.0      | 1         | 1.0      | 1         | 1.0      |
| Fair Director                | 01980 | NS    | 1         | 1.0      | 1         | 1.0      | 1         | 1.0      |
| Finance Officer 3            | 10152 | SR12  | 1         | 1.0      | 1         | 1.0      | 1         | 1.0      |
| Maint & Repair Supv          | 07327 | TS08  | 1         | 1.0      | 1         | 1.0      | 1         | 1.0      |
| Maint & Repair Worker 1      | 02799 | TG03  | 4         | 4.0      | 4         | 4.0      | 4         | 4.0      |
| Maint & Repair Worker 2      | 07328 | TG04  | 3         | 3.0      | 1         | 1.0      | 1         | 1.0      |
| Maint & Repair Worker 3      | 07329 | TG06  | 1         | 1.0      | 3         | 3.0      | 3         | 3.0      |
| Office Support Rep 1         | 10120 | SR04  | 1         | 1.0      | 1         | 1.0      | 1         | 1.0      |
| Office Support Rep 3         | 10122 | SR06  | 1         | 1.0      | 1         | 1.0      | 1         | 1.0      |
| Office Support Spec 1        | 10123 | SR07  | 2         | 2.0      | 2         | 2.0      | 2         | 2.0      |
| Total Positions & FTE        |       |       | 19        | 19.0     | 19        | 19.0     | 19        | 19.0     |
|                              |       |       |           |          |           |          |           |          |
| Seasonal/Part-time/Temporary | 09020 | NS    |           |          | 450       | 150      | 450       | 150      |

## 63 Convention Center Fund-A Glance

|                |   |  |  |  |
|----------------|---|--|--|--|
| Mission        | To generate economic impact on the Nashville and Middle Tennessee area through the presentation of well-serviced events in the facility. Economic impact is defined as the direct and indirect financial benefit to the area through delegate and attendee spending in hotels, restaurants, attractions, transportation, etc.   |  |  |  |
| Budget Summary | <div>Expenditures and Transfers:</div> <div>Convention Center Fund</div> <div>Total Expenditures</div> <div>Revenues and Transfers:</div> <div>Charges, Commissions, &amp; Fees</div> <div>Other Governments</div> <div>Other Program Revenue</div> <div>Total Program Revenue</div> <div>Non-program Revenue</div> <div>Transfers</div> <div>Total Revenues</div>    | <div>2000-01</div> <div>\$5,206,994</div> <div>\$5,206,994</div> <div></div> <div>\$3,932,660</div> <div>0</div> <div>72,000</div> <div>\$4,004,660</div> <div>0</div> <div>1,202,334</div> <div>\$5,206,994</div> | <div>2001-02</div> <div>\$5,259,521</div> <div>\$5,259,521</div> <div></div> <div>\$4,100,146</div> <div>0</div> <div>96,000</div> <div>\$4,196,146</div> <div>0</div> <div>1,063,375</div> <div>\$5,259,521</div> | <div>2002-03</div> <div>\$5,280,474</div> <div>\$5,280,474</div> <div></div> <div>\$4,021,031</div> <div>0</div> <div>96,000</div> <div>\$4,117,031</div> <div>0</div> <div>1,163,443</div> <div>\$5,280,474</div> |
| Positions      | Total Budgeted Positions  | 57   | 57   | 57   |
| Contacts       | <div>Executive Director: Teresa Horton</div> <div>Financial Manager: Peter Lutz</div> <div>601 Commerce Street 37203-3724</div> <div>email: <a href="mailto:teresa.horton@nashville.org">teresa.horton@nashville.org</a></div> <div>email: <a href="mailto:peter.lutz@nashville.org">peter.lutz@nashville.org</a></div> <div>Phone: 742-2002      FAX: 742-2014</div> |  |  |  |

### Organizational Structure



# 63 Convention Center Fund-A Glance

## Budget Highlights FY 2003

|                                |                 |
|--------------------------------|-----------------|
| • Information Systems billings | \$20,953        |
| Total                          | <u>\$20,953</u> |

## Overview

### CONVENTION CENTER

The mission of the Nashville Convention Center is to generate economic impact in Nashville and Middle Tennessee through the presentation of well-served events. Since the Center's opening in January of 1987, the Nashville Convention Center has brought in excess of 900 million dollars to the Nashville economy. The Convention Center's primary clients are trade shows, conventions, corporate meetings, consumer shows, and food and beverage functions. The Center generates revenue by renting the facility and charging for ancillary services to our clients. Ancillary services include food and beverage, audiovisual, telecommunications, utility services, staging equipment, security, emergency medical technicians, and refuse disposal. The revenue generated by the facility covers a large majority of the expenses incurred from the operations of the facility. The portion of the facility's annual expenses that are not covered by the Convention Center's revenue are subsidized by the local area Hotel/Motel tax. The Convention Center makes a special effort to minimize the subsidy needed from the Hotel/Motel tax each year by maximizing the revenues received from the events held in the facility, as well as controlling operating expenses each year.

### ADMINISTRATION

Under the direction of the Metropolitan Convention Center Commission, the Administration Department is responsible for the overall management, fiscal control, and development of a philosophy of management for the Nashville Convention Center and serves as the liaison with the Metropolitan Convention Center Commission.

## SALES/MARKETING

Under the direction of the Director of Sales/Marketing, the Sales/Marketing Department is responsible for solicitation and the scheduling of events within the Nashville Convention Center. Specific goals include achievement of economic impact for Nashville and the Middle Tennessee area, maintenance of high occupancy levels in the exhibit hall and meeting rooms, rental sales for the current and future years, and cash rent for the operating fiscal year. Emphasis is placed on booking events that meet a higher priority defined as events utilizing exhibit halls and major blocks of hotel rooms.

## EVENTS

Under the direction of the Director of Events, the Event Services Department is responsible for the logistical coordination and service of all events held within the Nashville Convention Center. Also, included under Event Services is administration of the following contracts: Audio-Visual, Communications/Technology, Event Security, Emergency Medical Services, Linen Services, Refuse Disposal, Temporary Labor, and Uniform Cleaning. The Event Services Department acts as a liaison between show management, exhibitors, service contractors, and all Nashville Convention Center Departments.

## BUILDING SERVICES

Under the direction of the Director of Operations, the Building Services Department is responsible for the administration, scheduling, and fiscal control of the Engineering Department. Also, included under the Building Services Department is the administration of the Nashville Convention Center's housekeeping and landscaping contracts.

## 63 Convention Center Fund-Performance

| Objectives  | Performance Measures  | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|---|---|-------------------|--------------------|-------------------|-------------------|
| <b>SALES/MARKETING</b>  |   |                   |                    |                   |                   |
| 1. Generate economic impact on the Nashville and Middle Tennessee areas and increase revenue for the Center through increased sales activities by targeting certain types of conventions and trade shows. | a. Total attendance for all events  | 417,650           | 392,817            | 377,391           | 371,904           |
|   | b. Total revenue realized   | \$4,004,660       | \$4,056,856        | \$4,196,146       | \$4,117,031       |
|   | c. Total economic impact  | \$90,000,000      | \$80,400,000       | \$87,000,000      | \$88,600,000      |
| <b>EVENTS</b>   |   |                   |                    |                   |                   |
| 1. Provide service for each and every event in such a way as to encourage clients and participants to return to the Nashville Convention Center.  | a. Total events   | 355               | 378                | 352               | 345               |
|   | b. Total event days   | 506               | 729                | 620               | 665               |
|   | c. Support revenue (telephone, equipment, labor, food and beverage, advertising, utilities) | \$2,136,024       | \$2,037,295        | \$2,084,944       | \$2,115,157       |
| <b>BUILDING SERVICES</b>  |   |                   |                    |                   |                   |
| 1. Perform guidance in the operations of the Nashville Convention Center to insure adequate performance in all daily functions.   | a. Subsidy required from hotel/motel tax  | \$1,202,334       | \$1,111,044        | \$1,063,375       | \$1,128,002       |
|   | b. Percentage of occupancy rate for Nashville Convention Center                             | 79                | 79                 | 80                | 80                |



# 63 Convention Center Fund-Financial

## Convention Center Convention Center Fund

| EXPENSE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>OPERATING EXPENSE:</b>                        |                   |                    |                   |                   |
| <b>PERSONAL SERVICES:</b>                        |                   |                    |                   |                   |
| Salary Expense                                   | 1,789,490         | 1,621,293          | 1,855,392         | 1,855,392         |
| Fringe Benefits                                  | 458,564           | 397,149            | 396,555           | 396,555           |
| Per Diem & Other Fees                            | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL PERSONAL SERVICES</b>                   | <b>2,248,054</b>  | <b>2,018,442</b>   | <b>2,251,947</b>  | <b>2,251,947</b>  |
| <b>OTHER SERVICES:</b>                           |                   |                    |                   |                   |
| Utilities  | 909,935           | 968,921            | 933,370           | 933,370           |
| Professional Services                            | 50,500            | 117,912            | 132,252           | 132,252           |
| Purchased Services                               | 867,047           | 926,716            | 867,166           | 867,166           |
| Travel   | 61,574            | 29,791             | 46,408            | 46,408            |
| Communications                                   | 64,450            | 10,910             | 62,978            | 62,978            |
| Printing   | 39,750            | 44,015             | 36,320            | 36,320            |
| Advertising & Promotion                          | 236,170           | 242,644            | 195,050           | 195,050           |
| Subscriptions                                    | 1,915             | 1,794              | 2,100             | 2,100             |
| Tuition, Reg., & Membership Dues                 | 45,423            | 47,816             | 45,733            | 45,733            |
| Repairs & Maintenance Services                   | 199,593           | 350,025            | 200,653           | 200,653           |
| Internal Service Fees                            | 33,436            | 126,380            | 31,736            | 52,689            |
| <b>TOTAL OTHER SERVICES</b>                      | <b>2,509,793</b>  | <b>2,866,924</b>   | <b>2,553,766</b>  | <b>2,574,719</b>  |
| <b>OTHER EXPENSE:</b>                            |                   |                    |                   |                   |
| Supplies and Materials                           | 182,065           | 196,679            | 212,805           | 212,805           |
| Misc. Other Expenses & Payments                  | 0                 | 56,471             | 0                 | 0                 |
| Fixed Charges                                    | 66,257            | 69,626             | 70,678            | 70,678            |
| Licenses, Permits, & Fees                        | 1,275             | 1,217              | 1,375             | 1,375             |
| Taxes  | 0                 | 0                  | 0                 | 0                 |
| Grant Contributions & Awards                     | 8,950             | 13,011             | 8,950             | 8,950             |
| <b>TOTAL OTHER EXPENSE</b>                       | <b>258,547</b>    | <b>337,004</b>     | <b>293,808</b>    | <b>293,808</b>    |
| <b>PENSION, ANNUITY, DEBT, &amp; OTHER COSTS</b> | <b>0</b>          | <b>1,190,480</b>   | <b>0</b>          | <b>0</b>          |
| <b>EQUIPMENT, BUILDINGS, &amp; LAND</b>          | <b>190,600</b>    | <b>0</b>           | <b>160,000</b>    | <b>160,000</b>    |
| <b>SPECIAL PROJECTS</b>                          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL OPERATING EXPENSE</b>                   | <b>5,206,994</b>  | <b>6,412,850</b>   | <b>5,259,521</b>  | <b>5,280,474</b>  |
| <b>TRANSFERS TO OTHER FUNDS &amp; UNITS:</b>     | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL EXPENSE AND TRANSFERS</b>               | <b>5,206,994</b>  | <b>6,412,850</b>   | <b>5,259,521</b>  | <b>5,280,474</b>  |

# 63 Convention Center Fund-Financial

## Convention Center Convention Center Fund

| REVENUE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>PROGRAM REVENUE:</b>                          |                   |                    |                   |                   |
| <b>Charges, Commissions, &amp; Fees</b>          |                   |                    |                   |                   |
| Charges For Current Services                     | 3,932,660         | 3,773,742          | 4,100,146         | 4,021,031         |
| Commissions and Fees                             | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Charges, Commissions, &amp; Fees</b> | <b>3,932,660</b>  | <b>3,773,742</b>   | <b>4,100,146</b>  | <b>4,021,031</b>  |
| <b>Other Governments &amp; Agencies</b>          |                   |                    |                   |                   |
| Federal Direct                                   | 0                 | 0                  | 0                 | 0                 |
| Federal Through State                            | 0                 | 0                  | 0                 | 0                 |
| Federal Through Other Pass-Through               | 0                 | 0                  | 0                 | 0                 |
| State Direct                                     | 0                 | 0                  | 0                 | 0                 |
| Other Government Agencies                        | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Governments &amp; Agencies</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>Other Program Revenue</b>                     |                   |                    |                   |                   |
| Contributions and Gifts                          | 0                 | 0                  | 0                 | 0                 |
| Miscellaneous Revenue                            | 0                 | 4,174              | 0                 | 0                 |
| Use of Money or Property                         | 72,000            | 106,990            | 96,000            | 96,000            |
| <b>Subtotal Other Program Revenue</b>            | <b>72,000</b>     | <b>111,164</b>     | <b>96,000</b>     | <b>96,000</b>     |
| <b>TOTAL PROGRAM REVENUE</b>                     | <b>4,004,660</b>  | <b>3,884,906</b>   | <b>4,196,146</b>  | <b>4,117,031</b>  |
| <b>NON-PROGRAM REVENUE:</b>                      |                   |                    |                   |                   |
| Property Taxes                                   | 0                 | 0                  | 0                 | 0                 |
| Local Option Sales Tax                           | 0                 | 0                  | 0                 | 0                 |
| Other Taxes, Licenses, & Permits                 | 0                 | 0                  | 0                 | 0                 |
| Fines, Forfeits, & Penalties                     | 0                 | 0                  | 0                 | 0                 |
| Compensation From Property                       | 0                 | (315)              | 0                 | 0                 |
| <b>TOTAL NON-PROGRAM REVENUE</b>                 | <b>0</b>          | <b>(315)</b>       | <b>0</b>          | <b>0</b>          |
| <b>TRANSFERS FROM OTHER FUNDS AND UNITS:</b>     | <b>1,202,334</b>  | <b>1,202,334</b>   | <b>1,063,375</b>  | <b>1,163,443</b>  |
| <b>TOTAL REVENUE AND TRANSFERS</b>               | <b>5,206,994</b>  | <b>5,086,925</b>   | <b>5,259,521</b>  | <b>5,280,474</b>  |

# 63 Convention Center Fund-Financial

**Reminder:** Some classifications were deleted and new classifications (class number 10000 and above) were added to implement the 2002 Reclassification Study & Pay Plan. Many of the class changes from FY 2001 to FY 2002 were due to implementing that Study.

|  |              |              | FY 2001          |                 | FY 2002          |                 | FY 2003          |                 |
|--|--------------|--------------|------------------|-----------------|------------------|-----------------|------------------|-----------------|
|  | <u>Class</u> | <u>Grade</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> |
| <b>63 Convention Center - Fund 60162</b> |              |              |                  |                 |                  |                 |                  |                 |
| Accountant 4                             | 7239         | GS11         | 1                | 1.0             | 0                | 0.0             | 0                | 0.0             |
| Admin Services Officer 3                 | 7244         | GS09         | 1                | 1.0             | 0                | 0.0             | 0                | 0.0             |
| Admin Services Officer 4                 | 7245         | GS11         | 1                | 1.0             | 0                | 0.0             | 0                | 0.0             |
| Bldg Maint Supv                          | 7256         | TS11         | 0                | 0.0             | 1                | 1.0             | 1                | 1.0             |
| CC Accounts Payable Clerk                | 7269         | GS05         | 1                | 1.0             | 0                | 0.0             | 0                | 0.0             |
| CC Acct Receivable Clerk                 | 7770         | GS05         | 1                | 1.0             | 0                | 0.0             | 0                | 0.0             |
| CC Bldg Maint Supt                       | 6723         | GS11         | 1                | 1.0             | 0                | 0.0             | 0                | 0.0             |
| CC Business Manager                      | 6752         | GS12         | 1                | 1.0             | 0                | 0.0             | 0                | 0.0             |
| CC Event Coordinator                     | 7270         | GS10         | 3                | 3.0             | 0                | 0.0             | 0                | 0.0             |
| CC Event Coordinator Senior              | 7271         | GS11         | 1                | 1.0             | 0                | 0.0             | 0                | 0.0             |
| CC Event Services Mgr                    | 7007         | GS12         | 1                | 1.0             | 0                | 0.0             | 0                | 0.0             |
| CC Facility Worker                       | 7000         | WG02         | 1                | 1.0             | 0                | 0.0             | 0                | 0.0             |
| CC Lead Maint Mech                       | 6730         | WL08         | 3                | 3.0             | 0                | 0.0             | 0                | 0.0             |
| CC Lead Maint Mechanic Senior            | 7272         | WL09         | 1                | 1.0             | 0                | 0.0             | 0                | 0.0             |
| CC Marketing Coord                       | 6758         | GS07         | 1                | 1.0             | 0                | 0.0             | 0                | 0.0             |
| CC Operations Manager                    | 6705         | GS12         | 1                | 1.0             | 0                | 0.0             | 0                | 0.0             |
| CC Receptionist                          | 6755         | GS03         | 2                | 2.0             | 0                | 0.0             | 0                | 0.0             |
| CC Sales Director                        | 6706         | GS12         | 1                | 1.0             | 0                | 0.0             | 0                | 0.0             |
| CC Sales Manager                         | 6763         | GS10         | 3                | 3.0             | 0                | 0.0             | 0                | 0.0             |
| CC Sales Manager Senior                  | 7273         | GS11         | 1                | 1.0             | 0                | 0.0             | 0                | 0.0             |
| CC Secretary 1                           | 7275         | GS05         | 2                | 2.0             | 0                | 0.0             | 0                | 0.0             |
| CC Secretary 2                           | 6759         | GS06         | 1                | 1.0             | 0                | 0.0             | 0                | 0.0             |
| CC Security Coordinator                  | 6716         | GS09         | 1                | 1.0             | 0                | 0.0             | 0                | 0.0             |
| CC Security Guard                        | 6984         | GS03         | 6                | 3.6             | 0                | 0.0             | 0                | 0.0             |
| CC Security Officer                      | 7005         | GS04         | 4                | 4.0             | 0                | 0.0             | 0                | 0.0             |
| CC Security Officer Senior               | 7276         | GS05         | 1                | 1.0             | 0                | 0.0             | 0                | 0.0             |
| CC Set Up Leader                         | 6733         | WL06         | 5                | 5.0             | 0                | 0.0             | 0                | 0.0             |
| CC Set Up Leader Senior                  | 7277         | WL07         | 1                | 1.0             | 0                | 0.0             | 0                | 0.0             |
| CC Tech Service Coord                    | 6719         | GS09         | 2                | 2.0             | 0                | 0.0             | 0                | 0.0             |
| CC Telephone Operator                    | 6986         | GS01         | 6                | 3.0             | 0                | 0.0             | 0                | 0.0             |
| Cvn Ctr Accountant                       | 6762         | SR12         | 0                | 0.0             | 1                | 1.0             | 1                | 1.0             |
| Cvn Ctr Accounts Payable Clerk           | 7269         | SR06         | 0                | 0.0             | 1                | 1.0             | 1                | 1.0             |
| Cvn Ctr Accts Recv Clerk                 | 7770         | SR06         | 0                | 0.0             | 1                | 1.0             | 1                | 1.0             |
| Cvn Ctr Ambassador 1                     | 6986         | SR03         | 0                | 0.0             | 6                | 5.5             | 6                | 5.5             |
| Cvn Ctr Ambassador 2                     | 6755         | SR04         | 0                | 0.0             | 2                | 2.0             | 2                | 2.0             |
| Cvn Ctr Assoc Dir Sales/Mkt              | 7273         | SR13         | 0                | 0.0             | 1                | 1.0             | 1                | 1.0             |
| Cvn Ctr Dir                              | 6694         | DP02         | 0                | 0.0             | 1                | 1.0             | 1                | 1.0             |
| Cvn Ctr Dir                              | 6694         | GS14         | 1                | 1.0             | 0                | 0.0             | 0                | 0.0             |
| Cvn Ctr Dir of Administration            | 6752         | SR14         | 0                | 0.0             | 1                | 1.0             | 1                | 1.0             |
| Cvn Ctr Dir of Events                    | 7007         | SR14         | 0                | 0.0             | 1                | 1.0             | 1                | 1.0             |
| Cvn Ctr Dir of Sales/Marketing           | 6706         | SR14         | 0                | 0.0             | 1                | 1.0             | 1                | 1.0             |
| Cvn Ctr Director of Operations           | 6705         | SR13         | 0                | 0.0             | 1                | 1.0             | 1                | 1.0             |
| Cvn Ctr Event Mgr                        | 7270         | SR10         | 0                | 0.0             | 3                | 3.0             | 3                | 3.0             |
| Cvn Ctr Event Mgr Sr                     | 7271         | SR11         | 0                | 0.0             | 1                | 1.0             | 1                | 1.0             |
| Cvn Ctr Exec Asst                        | 10157        | SR10         | 0                | 0.0             | 1                | 1.0             | 1                | 1.0             |
| Cvn Ctr HR Coordinator                   | 10170        | SR12         | 0                | 0.0             | 1                | 1.0             | 1                | 1.0             |
| Cvn Ctr Lead Maint Mechanic              | 6730         | TL09         | 0                | 0.0             | 3                | 3.0             | 3                | 3.0             |
| Cvn Ctr Lead Maint Mechanic Sr           | 7272         | TL10         | 0                | 0.0             | 1                | 1.0             | 1                | 1.0             |
| Cvn Ctr Lead Safety Officer              | 7276         | SR06         | 0                | 0.0             | 1                | 1.0             | 1                | 1.0             |
| Cvn Ctr Lead Svc Rep                     | 10158        | SR09         | 0                | 0.0             | 1                | 1.0             | 1                | 1.0             |
| Cvn Ctr Mkting Coord                     | 6758         | SR08         | 0                | 0.0             | 1                | 1.0             | 1                | 1.0             |
| Cvn Ctr Office Support Spec              | 6759         | SR07         | 0                | 0.0             | 2                | 2.0             | 2                | 2.0             |
| Cvn Ctr Office Support Spec              | 6759         | SR07         | 0                | 0.0             | 1                | 1.0             | 1                | 1.0             |
| Cvn Ctr Safety Administrator             | 6716         | SR10         | 0                | 0.0             | 1                | 1.0             | 1                | 1.0             |

## 63 Convention Center Fund-Financial

|  | <u>Class</u> | <u>Grade</u> | <u>FY 2001</u>   |                 | <u>FY 2002</u>   |                 | <u>FY 2003</u>   |                 |
|--|--------------|--------------|------------------|-----------------|------------------|-----------------|------------------|-----------------|
|  |              |              | <u>Bud. Pos.</u> | <u>Bud. FTE</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> |
| <b>63 Convention Center - Fund 60162</b> |              |              |                  |                 |                  |                 |                  |                 |
| Cvn Ctr Safety Officer 1                 | 6984         | SR04         | 0                | 0.0             | 7                | 3.5             | 7                | 3.5             |
| Cvn Ctr Safety Officer 2                 | 7005         | SR05         | 0                | 0.0             | 4                | 4.0             | 4                | 4.0             |
| Cvn Ctr Sales Mgr                        | 6763         | SR11         | 0                | 0.0             | 3                | 3.0             | 3                | 3.0             |
| Cvn Ctr Set Up Leader                    | 6733         | TL07         | 0                | 0.0             | 5                | 5.0             | 5                | 5.0             |
| Cvn Ctr Set Up Leader Sr                 | 7277         | TL08         | 0                | 0.0             | 1                | 1.0             | 1                | 1.0             |
| Cvn Ctr Svc Rep                          | 6722         | SR08         | 0                | 0.0             | 1                | 1.0             | 1                | 1.0             |
| Cvn Ctr Systems Admin                    | 6988         | SR12         | 0                | 0.0             | 1                | 1.0             | 1                | 1.0             |
| Info Systems Specialist                  | 7783         | GS11         | 1                | 1.0             | 0                | 0.0             | 0                | 0.0             |
| <b>Total Positions &amp; FTE</b>         |              |              | <b>57</b>        | <b>51.6</b>     | <b>57</b>        | <b>53.0</b>     | <b>57</b>        | <b>53.0</b>     |

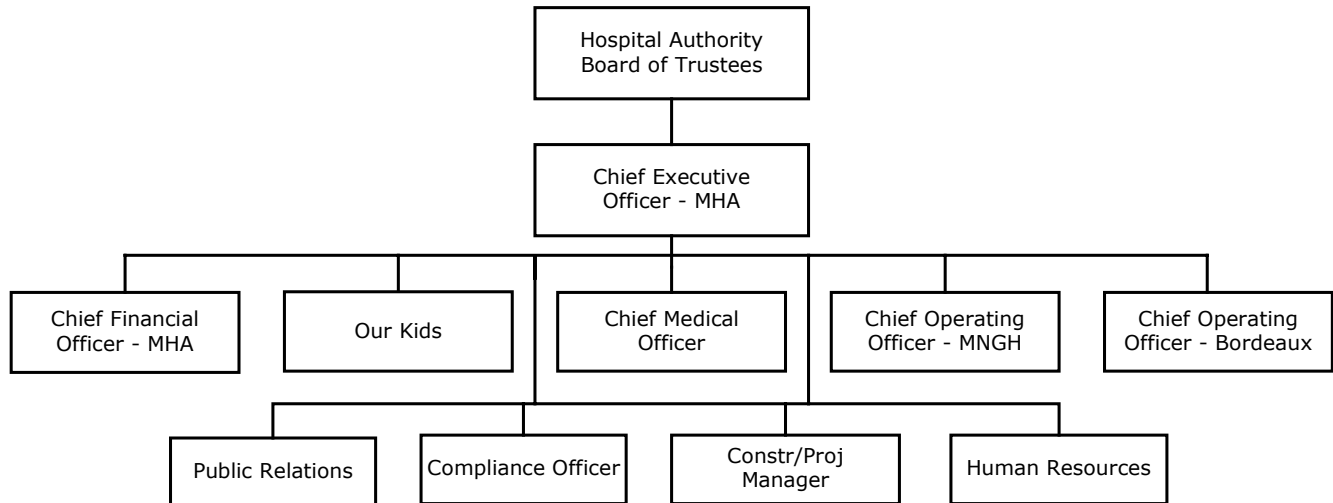
## 66/67 Hospital Authority-At a Glance

| <b>Vision</b>                       | Each staff, faculty member, patient and student would be proud and comfortable to have their loved one cared for at our hospital.   |                                    |                            |                |                |                                     |     |     |     |       |              |              |              |       |            |            |            |                           |                            |                            |                            |                                |  |  |  |                  |              |              |              |                          |           |           |   |                        |            |            |            |                       |                            |                            |                            |  |  |
|-------------------------------------|---|------------------------------------|----------------------------|----------------|----------------|-------------------------------------|-----|-----|-----|-------|--------------|--------------|--------------|-------|------------|------------|------------|---------------------------|----------------------------|----------------------------|----------------------------|--------------------------------|--|--|--|------------------|--------------|--------------|--------------|--------------------------|-----------|-----------|---|------------------------|------------|------------|------------|-----------------------|----------------------------|----------------------------|----------------------------|--|--|
| <b>Mission</b>                      | <p>Metropolitan Nashville General Hospital is a publicly supported, academically affiliated community-based hospital. We are committed to providing excellent healthcare regardless of age, race, creed, gender, sexual preference or ability to pay. With the alliance of Meharry Medical College and Vanderbilt University, the Medical Staff and our employees will provide an educational and research environment based on the provision of comprehensive, compassionate, acute care services to those in need. Our employees, physicians, and vendors will be given the same respect, concern and caring attitude that they are expected to share with our customers.</p> <p>In order to meet our vision, mission and values, we will work together to be financially viable while continuously improving our skills and resources through excellence in education and research. Our goal is the achievement of 100% access to healthcare and zero disparity.</p> <p>Nashville Metropolitan Bordeaux Hospital, as the long-term care division of the Hospital Authority in alliance with Metropolitan Nashville General Hospital, is a publicly supported facility committed to individualized resident care. As a regional leader in the provision of long-term acute and chronic care, we are committed to involving our internal and external communities in providing comprehensive services and activities to our residents without regard to gender, ethnic or racial background, sexual preference or socioeconomic status. Working together with our Meharry Medical College partner, the community and Metropolitan Nashville General Hospital allows for an educational environment for residents and staff to promote creativity, innovation, and clinical excellence. We also strive to improve the skills and ability of our management staff to achieve the highest optimum functioning for our residents.</p> <p>In order to make a positive difference for our residents, employees, physicians and community, exceeding expectations of all will be a way of life at Nashville Metropolitan Bordeaux Hospital.</p> |                                    |                            |                |                |                                     |     |     |     |       |              |              |              |       |            |            |            |                           |                            |                            |                            |                                |  |  |  |                  |              |              |              |                          |           |           |   |                        |            |            |            |                       |                            |                            |                            |  |  |
| <b>Budget Summary</b>               | <table> <tr> <th></th><th><u>2000-01</u></th><th><u>2001-02</u></th><th><u>2002-03</u></th></tr> <tr> <td><b>Expenditures and Transfers:</b></td><td></td><td></td><td></td></tr> <tr> <td>Labor</td><td>\$59,998,551</td><td>\$59,904,371</td><td>\$60,711,623</td></tr> <tr> <td>Other</td><td>35,645,031</td><td>35,177,641</td><td>37,152,149</td></tr> <tr> <td><b>Total Expenditures</b></td><td><b><u>\$95,643,582</u></b></td><td><b><u>\$95,082,012</u></b></td><td><b><u>\$97,863,772</u></b></td></tr> <tr> <td><b>Revenues and Transfers:</b></td><td></td><td></td><td></td></tr> <tr> <td>Patient Revenues</td><td>\$56,480,005</td><td>\$61,014,619</td><td>\$65,281,919</td></tr> <tr> <td>Essential Access (State)</td><td>3,089,917</td><td>2,121,090</td><td>0</td></tr> <tr> <td>Metro Gov't Supplement</td><td>35,246,407</td><td>32,746,407</td><td>33,451,560</td></tr> <tr> <td><b>Total Revenues</b></td><td><b><u>\$94,816,329</u></b></td><td><b><u>\$95,882,116</u></b></td><td><b><u>\$98,733,479</u></b></td></tr> </table>   |                                    | <u>2000-01</u>             | <u>2001-02</u> | <u>2002-03</u> | <b>Expenditures and Transfers:</b>  |     |     |     | Labor | \$59,998,551 | \$59,904,371 | \$60,711,623 | Other | 35,645,031 | 35,177,641 | 37,152,149 | <b>Total Expenditures</b> | <b><u>\$95,643,582</u></b> | <b><u>\$95,082,012</u></b> | <b><u>\$97,863,772</u></b> | <b>Revenues and Transfers:</b> |  |  |  | Patient Revenues | \$56,480,005 | \$61,014,619 | \$65,281,919 | Essential Access (State) | 3,089,917 | 2,121,090 | 0 | Metro Gov't Supplement | 35,246,407 | 32,746,407 | 33,451,560 | <b>Total Revenues</b> | <b><u>\$94,816,329</u></b> | <b><u>\$95,882,116</u></b> | <b><u>\$98,733,479</u></b> |  |  |
|                                     | <u>2000-01</u>  | <u>2001-02</u>                     | <u>2002-03</u>             |                |                |                                     |     |     |     |       |              |              |              |       |            |            |            |                           |                            |                            |                            |                                |  |  |  |                  |              |              |              |                          |           |           |   |                        |            |            |            |                       |                            |                            |                            |  |  |
| <b>Expenditures and Transfers:</b>  |   |                                    |                            |                |                |                                     |     |     |     |       |              |              |              |       |            |            |            |                           |                            |                            |                            |                                |  |  |  |                  |              |              |              |                          |           |           |   |                        |            |            |            |                       |                            |                            |                            |  |  |
| Labor                               | \$59,998,551  | \$59,904,371                       | \$60,711,623               |                |                |                                     |     |     |     |       |              |              |              |       |            |            |            |                           |                            |                            |                            |                                |  |  |  |                  |              |              |              |                          |           |           |   |                        |            |            |            |                       |                            |                            |                            |  |  |
| Other                               | 35,645,031  | 35,177,641                         | 37,152,149                 |                |                |                                     |     |     |     |       |              |              |              |       |            |            |            |                           |                            |                            |                            |                                |  |  |  |                  |              |              |              |                          |           |           |   |                        |            |            |            |                       |                            |                            |                            |  |  |
| <b>Total Expenditures</b>           | <b><u>\$95,643,582</u></b>  | <b><u>\$95,082,012</u></b>         | <b><u>\$97,863,772</u></b> |                |                |                                     |     |     |     |       |              |              |              |       |            |            |            |                           |                            |                            |                            |                                |  |  |  |                  |              |              |              |                          |           |           |   |                        |            |            |            |                       |                            |                            |                            |  |  |
| <b>Revenues and Transfers:</b>      |   |                                    |                            |                |                |                                     |     |     |     |       |              |              |              |       |            |            |            |                           |                            |                            |                            |                                |  |  |  |                  |              |              |              |                          |           |           |   |                        |            |            |            |                       |                            |                            |                            |  |  |
| Patient Revenues                    | \$56,480,005  | \$61,014,619                       | \$65,281,919               |                |                |                                     |     |     |     |       |              |              |              |       |            |            |            |                           |                            |                            |                            |                                |  |  |  |                  |              |              |              |                          |           |           |   |                        |            |            |            |                       |                            |                            |                            |  |  |
| Essential Access (State)            | 3,089,917   | 2,121,090                          | 0                          |                |                |                                     |     |     |     |       |              |              |              |       |            |            |            |                           |                            |                            |                            |                                |  |  |  |                  |              |              |              |                          |           |           |   |                        |            |            |            |                       |                            |                            |                            |  |  |
| Metro Gov't Supplement              | 35,246,407  | 32,746,407                         | 33,451,560                 |                |                |                                     |     |     |     |       |              |              |              |       |            |            |            |                           |                            |                            |                            |                                |  |  |  |                  |              |              |              |                          |           |           |   |                        |            |            |            |                       |                            |                            |                            |  |  |
| <b>Total Revenues</b>               | <b><u>\$94,816,329</u></b>  | <b><u>\$95,882,116</u></b>         | <b><u>\$98,733,479</u></b> |                |                |                                     |     |     |     |       |              |              |              |       |            |            |            |                           |                            |                            |                            |                                |  |  |  |                  |              |              |              |                          |           |           |   |                        |            |            |            |                       |                            |                            |                            |  |  |
| <b>Positions</b>                    | <table> <tr> <td>Total Budgeted Positions - General</td><td>663</td><td>877</td><td>877</td></tr> <tr> <td>Total Budgeted Positions - Bordeaux</td><td>582</td><td>660</td><td>660</td></tr> </table>   | Total Budgeted Positions - General | 663                        | 877            | 877            | Total Budgeted Positions - Bordeaux | 582 | 660 | 660 |       |              |              |              |       |            |            |            |                           |                            |                            |                            |                                |  |  |  |                  |              |              |              |                          |           |           |   |                        |            |            |            |                       |                            |                            |                            |  |  |
| Total Budgeted Positions - General  | 663   | 877                                | 877                        |                |                |                                     |     |     |     |       |              |              |              |       |            |            |            |                           |                            |                            |                            |                                |  |  |  |                  |              |              |              |                          |           |           |   |                        |            |            |            |                       |                            |                            |                            |  |  |
| Total Budgeted Positions - Bordeaux | 582   | 660                                | 660                        |                |                |                                     |     |     |     |       |              |              |              |       |            |            |            |                           |                            |                            |                            |                                |  |  |  |                  |              |              |              |                          |           |           |   |                        |            |            |            |                       |                            |                            |                            |  |  |
| <b>Contacts</b>                     | <p>Board Chairman: Dick Ragsdale      email: DadRags@aol.com<br/>         Chief Executive Officer: Roxane Spitzer, Ph.D      email: Roxane.Spitzer@gh.nashville.org<br/>         Chief Financial Officer: Phil Jones      email: Phil.Jones@gh.nashville.org</p> <p>1818 Albion Street 37208      Phone: 341-4000      FAX: 341-4493</p>  |                                    |                            |                |                |                                     |     |     |     |       |              |              |              |       |            |            |            |                           |                            |                            |                            |                                |  |  |  |                  |              |              |              |                          |           |           |   |                        |            |            |            |                       |                            |                            |                            |  |  |

This component unit's budget is presented here for information only, and is not subject to line-item modification by the Council.

# 66/67 Hospital Authority-At a Glance

## Organizational Structure



# 66/67 Hospital Authority-At a Glance

## Budget Highlights FY 2003

FY 2003 subsidy is unchanged from FY 2002

### Overview

#### CHIEF FINANCIAL OFFICER - MHA

The Chief Financial Officer at MHA is responsible for accounting, patient accounting, materials management and information systems.

#### OUR KIDS

This program provides medical and psychological services for children who are suspected victims of sexual abuse. It is jointly supported by General Hospital, Vanderbilt Medical Center and the Junior League of Nashville.

#### CHIEF MEDICAL OFFICER

The Chief Medical Officer is responsible for managing house and medical staff.

#### CHIEF OPERATING OFFICER – MNGH

The Chief Operating Officer at Metro General Hospital is responsible for nursing, ambulatory care, medical imaging, pharmacy, laboratory, facilities management, health

information management, dietary/nutrition and occupational medicine.

#### CHIEF OPERATING OFFICER – BORDEAUX

The Chief Operating Officer at Bordeaux is responsible for nursing, general services, health information management, facilities, quality management advocacy, human resources and finance.

#### PUBLIC RELATIONS

The Public Relations Division is responsible for public relations and chaplain services.

#### COMPLIANCE OFFICER

The Compliance Officer is responsible for risk management, quality/case management and infection control.

#### CONSTRUCTION/PROJECT MANAGER

The construction oversees all aspects of the physical plant.

#### HUMAN RESOURCES

The Human Resources Division is responsible for recruitment/retention and education.

# 66/67 Hospital Authority-Performance

| Objectives   | Performance Measures                               | FY 2000<br>Actual   | FY 2001<br>Actual | FY 2002<br>Proj Actual | FY 2003<br>Budget/Goal |
|--|--|---|-------------------|------------------------|------------------------|
| <b>Metropolitan Nashville General Hospital</b>   |  |   |                   |                        |                        |
| 1. Create a break-even margin before capital expenditures in FY 03 and 2% of net patient revenue thereafter through achievement of growth and expense control strategies.  | a. Admissions                                      | 4,889   | 5,679             | 5,847                  | 6,049                  |
|  | b. Equivalent average daily census                 | 110.5   | 129.6             | 131.6                  | 141.6                  |
|  | c. Net revenue equivalent patient days             | \$750   | \$751             | \$812                  | \$856                  |
|  | d. Expenses equivalent patient days                | \$1,440   | \$1,347           | \$1,376                | \$1,356                |
|  | e. FTE's equivalent patient days                   | 6.40  | 5.60              | 5.67                   | 5.43                   |
|  | f. Medicare admissions                             | 891   | 768               | 906                    | 982                    |
|  | g. Commercial admissions                           | 226   | 576               | 747                    | 790                    |
|  | h. Surgery cases                                   | 2,384   | 2,936             | 3,026                  | 3,157                  |
|  | i. Deliveries                                      | 1,012   | 1,278             | 1,364                  | 1,446                  |
|  | j. Emergency room visits                           | 27,494  | 29,272            | 30,953                 | 32,174                 |
|  | k. Clinic visits                                   | 31,513  | 29,567            | 40,700                 | 58,610                 |
| 2. Create and promote a customer-centered philosophy and processes.  | Patient satisfaction                               |   |                   |                        |                        |
|  | a. Services met or exceeded expectations           | na  | 93%               | 89%                    | 95%                    |
|  | b. Will return to MNGH for future healthcare needs | na  | 89%               | 88%                    | 95%                    |
| 3. Develop a learning/growth environment to achieve vision, mission and strategic goals.   | a. JCAHO Survey rating (3 Yr)                      | 93%   | na                | na                     | 93%                    |
|  | b. Employee turnover rate                          | 18.4%   | 15.3%             | 15.3%                  | 13.0%                  |
| <b>Bordeaux Hospital</b>   |  |   |                   |                        |                        |
| 1. Improve financial performance through strategically modifying the mix of service, optimizing revenue and controlling expenses.  | a. Licensed beds (capacity)                        | 696   | 588               | 549                    | 480                    |
|  | b. Average daily census                            | 461.4   | 449.0             | 424.4                  | 400.8                  |
|  | c. Net revenue per patient day                     | \$137   | \$122             | \$131                  | \$134                  |
|  | d. Expenses per patient day                        | \$204   | \$195             | \$186                  | \$190                  |
|  | e. Total man-hours per patient day                 | 7.64  | 7.67              | 7.22                   | 7.22                   |
|  | f. Nursing man-hours per patient day – Direct Care | 3.78  | 3.80              | 3.52                   | 3.55                   |
| 2. Develop a learning organization to achieve the mission, vision, goals and objectives.   | Employee turnover rate                             | na  | 30.6%             | 43.7%                  | 35.0%                  |
| 3. Working collaboratively with resident council, families, ombudsmen, volunteers, state surveyors, medical staff, governmental and political leaders to enhance quality of life for residents and improve resident and family satisfaction. | Patient satisfaction                               | Resident satisfaction survey using Lickert scale implemented during 4 <sup>th</sup> quarter of FY 2002. Baseline data will be compiled at end of FY 2002. |                   |                        |                        |



# 66/67 Hospital Authority-Financial

|  | <b>FY 2000<br/>Actual</b> | <b>FY 2001<br/>Actual</b> | <b>FY 2002<br/>Project Actual</b> | <b>FY 2003<br/>Budget</b> |
|--|---------------------------|---------------------------|-----------------------------------|---------------------------|
| <b>Revenues:</b>   |                           |                           |                                   |                           |
| Patient Revenues   | \$54,635,981              | \$56,480,005              | \$61,014,619                      | \$65,281,919              |
| Essential Access Payments (State)                            | \$5,700,000               | \$3,089,917               | \$2,121,090                       | \$0                       |
| Metro Government Supplement                                  | \$36,550,997              | \$35,246,407              | \$32,746,407                      | \$33,451,560              |
| Total Revenues   | <u>\$96,886,978</u>       | <u>\$94,816,329</u>       | <u>\$95,882,116</u>               | <u>\$98,733,479</u>       |
| <b>Expenditures:</b>   |                           |                           |                                   |                           |
| Labor  | \$59,378,962              | \$59,998,551              | \$59,904,371                      | \$60,711,623              |
| Other  | \$33,265,706              | \$35,645,031              | \$35,177,641                      | \$37,152,149              |
| Total Expenses   | <u>\$92,644,668</u>       | <u>\$95,643,582</u>       | <u>\$95,082,012</u>               | <u>\$97,863,772</u>       |
| Surplus (Deficit) Before Capital Items                       | <u>\$4,242,310</u>        | <u>(\$827,253)</u>        | <u>\$800,104</u>                  | <u>\$869,707</u>          |
| Capital Expenditures   | <u>\$2,245,780</u>        | <u>\$2,195,404</u>        | <u>\$1,227,177</u>                | <u>\$1,202,745</u>        |
| Surplus (Deficit) After Capital Items                        | <u>\$1,996,530</u>        | <u>(\$3,022,657)</u>      | <u>(\$427,073)</u>                | <u>(\$333,038)</u>        |
| <b>Selected Ratios</b>                                       |                           |                           |                                   |                           |
| Patient Revenue % of Total Expenditures                      | 57.6%                     | 57.7%                     | 63.4%                             | 65.9%                     |
| Metro Supplement % of Total Expenditures                     | 38.5%                     | 36.0%                     | 34.0%                             | 33.8%                     |
| Capital Expenditures % of Total Expenditures (4% Metro Wide) | 2.4%                      | 2.2%                      | 1.3%                              | 1.2%                      |

# 66/67 Hospital Authority-Financial

**Reminder:** Some classifications were deleted and new classifications (class number 10000 and above) were added to implement the 2002 Reclassification Study & Pay Plan. Many of the class changes from FY 2001 to FY 2002 were due to implementing that Study.

|                                  | Class | Grade | FY 2001   |          | FY 2002   |          | FY 2003   |          |
|----------------------------------|-------|-------|-----------|----------|-----------|----------|-----------|----------|
|                                  |       |       | Bud. Pos. | Bud. FTE | Bud. Pos. | Bud. FTE | Bud. Pos. | Bud. FTE |
| 67 General Hospital - Fund 62269 |       |       |           |          |           |          |           |          |
| Student Trainee                  | 5085  | N/A   | 3         | 1.0      | 27        | 19.10    | 27        | 19.10    |
| Admin Svcs Dir                   | 7436  | HS23  | 1         | 1.0      | 0         | 0.00     | 0         | 0.00     |
| Admin Supv-Nursing               | 7437  | HS21  | 9         | 9.0      | 0         | 0.00     | 0         | 0.00     |
| Lab Section Supervisor           | 7445  | HS18  | 5         | 5.0      | 0         | 0.00     | 0         | 0.00     |
| Cardiographic Supv               | 7449  | HS18  | 1         | 1.0      | 0         | 0.00     | 0         | 0.00     |
| Carpenter Senior                 | 7450  | WL09  | 1         | 1.0      | 0         | 0.00     | 0         | 0.00     |
| Central Services Director        | 7451  | HS18  | 1         | 1.0      | 0         | 0.00     | 0         | 0.00     |
| Central Services Supervisor      | 7453  | HS10  | 1         | 1.0      | 0         | 0.00     | 0         | 0.00     |
| Central Services Tech            | 7454  | HS03  | 14        | 14.0     | 0         | 0.00     | 0         | 0.00     |
| Clinical Instructor              | 7460  | HS18  | 2         | 2.0      | 0         | 0.00     | 0         | 0.00     |
| Clinical Lab Asst Dir            | 7461  | HS20  | 2         | 2.0      | 1         | 1.00     | 1         | 1.00     |
| Clinical Lab Dir                 | 7462  | HS22  | 1         | 1.0      | 0         | 0.00     | 0         | 0.00     |
| Comptroller                      | 7467  | HS23  | 1         | 1.0      | 0         | 0.00     | 0         | 0.00     |
| Data Control Supervisor          | 7473  | HS09  | 1         | 1.0      | 0         | 0.00     | 0         | 0.00     |
| Dietary Line Supervisor          | 7475  | HS07  | 5         | 5.0      | 0         | 0.00     | 0         | 0.00     |
| Dietary Technician               | 7478  | HS03  | 0         | 0.0      | 1         | 1.00     | 1         | 1.00     |
| Environmental Svc Supv           | 7487  | HS07  | 4         | 4.0      | 0         | 0.00     | 0         | 0.00     |
| Envir Svcs Tech                  | 7489  | HS03  | 0         | 0.0      | 1         | 0.40     | 1         | 0.40     |
| Facility Mgmt Dir                | 7493  | HS23  | 1         | 1.0      | 0         | 0.00     | 0         | 0.00     |
| Health Info Clerk                | 7496  | HS02  | 2         | 2.0      | 0         | 0.00     | 0         | 0.00     |
| Health Inf Svc Asst.Dir          | 7497  | HS15  | 1         | 1.0      | 0         | 0.00     | 0         | 0.00     |
| Health Inf Services Dir          | 7498  | HS21  | 1         | 1.0      | 0         | 0.00     | 0         | 0.00     |
| Histology Tech                   | 7500  | HS10  | 0         | 0.0      | 1         | 1.00     | 1         | 1.00     |
| Hospital Courier                 | 7505  | HS03  | 1         | 1.0      | 0         | 0.00     | 0         | 0.00     |
| Hosp Exec Secretary              | 7507  | HS09  | 3         | 3.0      | 0         | 0.00     | 0         | 0.00     |
| Hosp Human Resources Assoc       | 7509  | HS07  | 2         | 2.0      | 0         | 0.00     | 0         | 0.00     |
| Hospital Secretary               | 7510  | HS07  | 7         | 7.0      | 1         | 0.40     | 1         | 0.40     |
| Human Resources Asst Dir         | 7512  | HS18  | 1         | 1.0      | 0         | 0.00     | 0         | 0.00     |
| Human Resources Director         | 7513  | HS27  | 1         | 1.0      | 0         | 0.00     | 0         | 0.00     |
| ICU Clinical Instructor          | 7514  | HS18  | 1         | 1.0      | 0         | 0.00     | 0         | 0.00     |
| Infectious Disease Coord         | 7521  | HS09  | 1         | 1.0      | 0         | 0.00     | 0         | 0.00     |
| Laundry And Linen Supv           | 7525  | HS06  | 1         | 1.0      | 0         | 0.00     | 0         | 0.00     |
| Maternal Infant Care Director    | 7531  | HS28  | 1         | 1.0      | 0         | 0.00     | 0         | 0.00     |
| Med Imaging Asst.Dir             | 7534  | HS20  | 2         | 2.0      | 0         | 0.00     | 0         | 0.00     |
| Medical Imaging Director         | 7536  | HS22  | 1         | 1.0      | 0         | 0.00     | 0         | 0.00     |
| Medical Laboratory Tech          | 7537  | HS09  | 0         | 0.0      | 1         | 1.00     | 1         | 1.00     |
| Medical Librarian                | 7538  | HS15  | 0         | 0.0      | 1         | 0.40     | 1         | 0.40     |
| Med Rec Inf Specialist           | 7539  | HS06  | 5         | 5.0      | 0         | 0.00     | 0         | 0.00     |
| Med Records Inf Tech             | 7540  | HS03  | 10        | 10.0     | 0         | 0.00     | 0         | 0.00     |
| Medical Secretary                | 7541  | HS09  | 21        | 21.0     | 0         | 0.00     | 0         | 0.00     |
| Med Soc Services Dir             | 7542  | HS19  | 1         | 1.0      | 0         | 0.00     | 0         | 0.00     |
| Medical Social Worker            | 7543  | HS15  | 0         | 0.0      | 2         | 1.40     | 2         | 1.40     |
| Med Staff Svc Coord              | 7545  | HS13  | 1         | 1.0      | 0         | 0.00     | 0         | 0.00     |
| Medical Technologist             | 7546  | HS16  | 0         | 0.0      | 5         | 5.00     | 5         | 5.00     |
| Med Transcriptionist             | 7547  | HS09  | 3         | 3.0      | 1         | 1.00     | 1         | 1.00     |
| MIC Clerk - Specialist           | 7549  | N/A   | 1         | 1.0      | 0         | 0.00     | 0         | 0.00     |
| Midwife - CNM                    | 7551  | HS27  | 0         | 0.0      | 5         | 2.60     | 5         | 2.60     |
| Nurse Practitioner               | 7553  | HS24  | 0         | 0.0      | 9         | 8.40     | 9         | 8.40     |
| Nursing Asst.- Cert              | 7554  | HS04  | 7         | 7.0      | 0         | 0.00     | 0         | 0.00     |
| Nursing Svc Asst.Dir             | 7556  | HS22  | 2         | 2.0      | 0         | 0.00     | 0         | 0.00     |
| Nursing Service Director         | 7557  | HS22  | 0         | 0.0      | 3         | 1.34     | 3         | 1.34     |
| Nutrition Svc Director           | 7560  | HS18  | 1         | 1.0      | 0         | 0.00     | 0         | 0.00     |
| Op Rm Support Coord              | 7562  | HS09  | 1         | 1.0      | 0         | 0.00     | 0         | 0.00     |
| Patient Accounts Rep             | 7569  | HS07  | 0         | 0.0      | 1         | 0.50     | 1         | 0.50     |

# 66/67 Hospital Authority-Financial

|                                      | Class | Grade | FY 2001   |          | FY 2002   |          | FY 2003   |          |
|--------------------------------------|-------|-------|-----------|----------|-----------|----------|-----------|----------|
|                                      |       |       | Bud. Pos. | Bud. FTE | Bud. Pos. | Bud. FTE | Bud. Pos. | Bud. FTE |
| 67 General Hospital - Fund 62269     |       |       |           |          |           |          |           |          |
| Patient Affairs Asst. Dir            | 7574  | HS15  | 1         | 1.0      | 0         | 0.00     | 0         | 0.00     |
| Payroll Coordinator                  | 7578  | HS10  | 1         | 1.0      | 0         | 0.00     | 0         | 0.00     |
| PC Coordinator                       | 7580  | HS13  | 1         | 1.0      | 0         | 0.00     | 0         | 0.00     |
| Pharmacist                           | 7582  | HS23  | 0         | 0.0      | 3         | 2.40     | 3         | 2.40     |
| Pharmacy Director                    | 7583  | HS28  | 1         | 1.0      | 1         | 1.00     | 1         | 1.00     |
| Pharmacy Tech                        | 7584  | HS07  | 0         | 0.0      | 2         | 2.00     | 2         | 2.00     |
| Phlebotomist Tech                    | 7585  | HS05  | 0         | 0.0      | 13        | 7.80     | 13        | 7.80     |
| Physical Therapy Director            | 7588  | HS24  | 1         | 1.0      | 0         | 0.00     | 0         | 0.00     |
| Prof Services Dir                    | 7598  | HS26  | 1         | 1.0      | 0         | 0.00     | 0         | 0.00     |
| Public Relations Dir                 | 7599  | HS19  | 1         | 1.0      | 0         | 0.00     | 0         | 0.00     |
| Rad Specials Technologist            | 7603  | HS16  | 4         | 4.0      | 2         | 1.40     | 2         | 1.40     |
| Radiologic Technologist              | 7605  | HS15  | 13        | 13.0     | 1         | 0.40     | 1         | 0.40     |
| Registered Nurse                     | 7606  | HS17  | 0         | 0.0      | 3         | 3.00     | 3         | 3.00     |
| Resp Care Svc Asst.Dir               | 7608  | HS18  | 1         | 1.0      | 0         | 0.00     | 0         | 0.00     |
| Resp Care Svc Dir                    | 7609  | HS21  | 1         | 1.0      | 0         | 0.00     | 0         | 0.00     |
| Unit Secretary                       | 7619  | HS06  | 50        | 50.0     | 1         | 0.40     | 1         | 0.40     |
| Adm-Env Svc Dir                      | 7624  | HS25  | 1         | 1.0      | 0         | 0.00     | 0         | 0.00     |
| Oncology Nurse                       | 7632  | HS19  | 1         | 1.0      | 0         | 0.00     | 0         | 0.00     |
| Administrative/Environmental Svc.    | 7917  | HS18  | 1         | 1.0      | 0         | 0.00     | 0         | 0.00     |
| Environmental Services Assistant     | 7918  | HS15  | 1         | 1.0      | 0         | 0.00     | 0         | 0.00     |
| Community Development                |       |       |           |          |           |          |           |          |
| Coordinator                          | 7920  | HS15  | 1         | 1.0      | 0         | 0.00     | 0         | 0.00     |
| Safety Coordinator - General Hospi   | 7921  | HS18  | 1         | 1.0      | 0         | 0.00     | 0         | 0.00     |
| Statistician - Hospitals             | 7922  | HS15  | 1         | 1.0      | 0         | 0.00     | 0         | 0.00     |
| Director Of Patient Svcs - Gen.      |       |       |           |          |           |          |           |          |
| Hosp.                                | 7925  | N/A   | 1         | 1.0      | 0         | 0.00     | 0         | 0.00     |
| Director Of Hospital Dev. & Planning | 7926  | N/A   | 1         | 1.0      | 0         | 0.00     | 0         | 0.00     |
| Security Director - General Hospital | 7936  | N/A   | 1         | 1.0      | 0         | 0.00     | 0         | 0.00     |
| Medical Director                     | 8003  | N/A   | 0         | 0.0      | 1         | 1.00     | 1         | 1.00     |
| Dir, Administrative Services         | 8004  | N/A   | 0         | 0.0      | 2         | 2.00     | 2         | 2.00     |
| Director Of Materials                |       |       |           |          |           |          |           |          |
| Mgmt/Purchasing                      | 8005  | N/A   | 1         | 1.0      | 1         | 1.00     | 1         | 1.00     |
| Dir, Community Dev and PR            | 8006  | N/A   | 0         | 0.0      | 1         | 1.00     | 1         | 1.00     |
| Coord, Community Development         | 8007  | N/A   | 0         | 0.0      | 1         | 1.00     | 1         | 1.00     |
| Executive Assistant                  | 8008  | HS15  | 5         | 5.0      | 3         | 3.00     | 3         | 3.00     |
| Metro I.O.D. Liaison                 | 8009  | HS18  | 1         | 1.0      | 2         | 2.00     | 2         | 2.00     |
| Compliance Officer                   | 8010  | N/A   | 0         | 0.0      | 1         | 1.00     | 1         | 1.00     |
| Coord, House Staff                   | 8011  | N/A   | 0         | 0.0      | 1         | 1.00     | 1         | 1.00     |
| Hospital Authority Construction      | 8012  | N/A   | 0         | 0.0      | 1         | 1.00     | 1         | 1.00     |
| Exec Asst to CEO                     | 8013  | HS17  | 0         | 0.0      | 1         | 1.00     | 1         | 1.00     |
| Dir of Comm Outreach                 | 8015  | HS22  | 0         | 0.0      | 2         | 2.00     | 2         | 2.00     |
| Comm Dev Assistant                   | 8016  | HS13  | 0         | 0.0      | 2         | 1.40     | 2         | 1.40     |
| Dir, Finance                         | 8020  | N/A   | 0         | 0.0      | 1         | 1.00     | 1         | 1.00     |
| Accountant                           | 8021  | HS15  | 2         | 2.0      | 2         | 2.00     | 2         | 2.00     |
| Coord, Payroll                       | 8022  | N/A   | 0         | 0.0      | 1         | 1.00     | 1         | 1.00     |
| Acct Rec/Payable Clerk               | 8023  | HS07  | 3         | 3.0      | 6         | 6.00     | 6         | 6.00     |
| Dir, Human Resources                 | 8030  | N/A   | 0         | 0.0      | 1         | 1.00     | 1         | 1.00     |
| Asst Dir, Human Resources            | 8031  | N/A   | 0         | 0.0      | 1         | 1.00     | 1         | 1.00     |
| Human Resources Associate            | 8032  | N/A   | 0         | 0.0      | 2         | 2.00     | 2         | 2.00     |
| Human Resources Specialist           | 8033  | N/A   | 0         | 0.0      | 1         | 1.00     | 1         | 1.00     |
| Health Services Recruiter            | 8034  | N/A   | 0         | 0.0      | 1         | 1.00     | 1         | 1.00     |
| Dir Human Resources                  | 8035  | HS25  | 0         | 0.0      | 1         | 1.00     | 1         | 1.00     |
| Dir, Patient Services/CNO            | 8100  | N/A   | 0         | 0.0      | 1         | 1.00     | 1         | 1.00     |
| Dir, Maternal Infant Care            | 8101  | N/A   | 0         | 0.0      | 1         | 1.00     | 1         | 1.00     |
| Dir, Nursing                         | 8102  | N/A   | 0         | 0.0      | 2         | 2.00     | 2         | 2.00     |
| Dir, Access                          | 8103  | N/A   | 0         | 0.0      | 1         | 1.00     | 1         | 1.00     |
| Manager, Education                   | 8104  | HS23  | 0         | 0.0      | 1         | 1.00     | 1         | 1.00     |
| Dir, Ambulatory Svc Ctr              | 8105  | HS28  | 0         | 0.0      | 1         | 1.00     | 1         | 1.00     |

# 66/67 Hospital Authority-Financial

|   |              |              | FY 2001          |                 | FY 2002          |                 | FY 2003          |                 |
|---|--------------|--------------|------------------|-----------------|------------------|-----------------|------------------|-----------------|
|   | <u>Class</u> | <u>Grade</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> |
| <b>67 General Hospital - Fund 62269</b> |              |              |                  |                 |                  |                 |                  |                 |
| Supv, Nursing Administration            | 8110         | N/A          | 0                | 0.0             | 5                | 5.00            | 5                | 5.00            |
| Clinical Coordinator                    | 8111         | HS18         | 10               | 10.0            | 11               | 11.00           | 11               | 11.00           |
| Dir, Admissions                         | 8112         | N/A          | 0                | 0.0             | 1                | 1.00            | 1                | 1.00            |
| Assoc Dir of Nursing                    | 8114         | HS23         | 0                | 0.0             | 1                | 1.00            | 1                | 1.00            |
| Registered Nurse                        | 8120         | HS17         | 158              | 158.0           | 74               | 73.00           | 74               | 73.00           |
| Registered Nurse-CC                     | 8121         | N/A          | 0                | 0.0             | 95               | 90.00           | 95               | 90.00           |
| Nurse Practitioner                      | 8125         | HS22         | 10               | 10.0            | 13               | 12.00           | 13               | 12.00           |
| Clinical Nurse Specialist               | 8126         | N/A          | 0                | 0.0             | 8                | 7.20            | 8                | 7.20            |
| Infection Control Practitioner          | 8127         | HS19         | 1                | 1.0             | 1                | 1.00            | 1                | 1.00            |
| Midwife - CNM                           | 8128         | HS27         | 5                | 5.0             | 8                | 8.00            | 8                | 8.00            |
| Case Manager - Hospitals                | 8129         | N/A          | 3                | 3.0             | 5                | 5.00            | 5                | 5.00            |
| Pre-Admission Testing Nurse             | 8130         | N/A          | 0                | 0.0             | 4                | 4.00            | 4                | 4.00            |
| Water And Sewer RN                      | 8131         | HS20         | 1                | 1.0             | 0                | 0.00            | 0                | 0.00            |
| Licensed Practical Nurse                | 8140         | HS10         | 82               | 82.0            | 54               | 54.00           | 54               | 54.00           |
| LPN - CC                                | 8141         | N/A          | 0                | 0.0             | 23               | 23.00           | 23               | 23.00           |
| Dir, Nutrition Services                 | 8146         | N/A          | 0                | 0.0             | 1                | 1.00            | 1                | 1.00            |
| Nutritionist                            | 8147         | HS16         | 3                | 3.0             | 3                | 3.00            | 3                | 3.00            |
| Dir, Physical Therapy                   | 8150         | N/A          | 0                | 0.0             | 2                | 2.00            | 2                | 2.00            |
| Physical Therapist                      | 8151         | HS22         | 2                | 2.0             | 2                | 2.00            | 2                | 2.00            |
| Physical Therapy Tech                   | 8152         | HS04         | 1                | 1.0             | 1                | 1.00            | 1                | 1.00            |
| Dir, Respiratory Care Services          | 8160         | N/A          | 0                | 0.0             | 1                | 1.00            | 1                | 1.00            |
| Asst Dir, Resp Care Services            | 8161         | N/A          | 0                | 0.0             | 2                | 2.00            | 2                | 2.00            |
| Resp Therapist-Certified                | 8162         | HS14         | 12               | 12.0            | 12               | 12.00           | 12               | 12.00           |
| Dir, Medical Social Services            | 8165         | N/A          | 0                | 0.0             | 1                | 1.00            | 1                | 1.00            |
| Medical Social Worker                   | 8166         | HS15         | 7                | 7.0             | 7                | 6.50            | 7                | 6.50            |
| Physician Assistant                     | 8170         | N/A          | 0                | 0.0             | 4                | 3.40            | 4                | 3.40            |
| Medical Librarian                       | 8200         | HS15         | 1                | 1.0             | 1                | 1.00            | 1                | 1.00            |
| Coord, Infectious Disease               | 8201         | N/A          | 0                | 0.0             | 1                | 1.00            | 1                | 1.00            |
| Coord, Interpreter Services             | 8203         | N/A          | 0                | 0.0             | 1                | 1.00            | 1                | 1.00            |
| Nursing Assistant I                     | 8210         | N/A          | 0                | 0.0             | 7                | 7.00            | 7                | 7.00            |
| Nursing Assistant II                    | 8211         | N/A          | 0                | 0.0             | 15               | 15.00           | 15               | 15.00           |
| Labor/Delivery Technician               | 8212         | HS04         | 4                | 4.0             | 7                | 7.00            | 7                | 7.00            |
| Monitoring Technician                   | 8213         | HS04         | 6                | 6.0             | 6                | 6.00            | 6                | 6.00            |
| Child Health Educator                   | 8214         | HS05         | 2                | 2.0             | 3                | 3.00            | 3                | 3.00            |
| Anesthesia Support Clerk                | 8215         | HS06         | 1                | 1.0             | 1                | 1.00            | 1                | 1.00            |
| MIC Medical Assistant                   | 8216         | HS04         | 1                | 1.0             | 1                | 1.00            | 1                | 1.00            |
| Coord, Operating Room Support           | 8230         | N/A          | 0                | 0.0             | 1                | 1.00            | 1                | 1.00            |
| Surgical Technician                     | 8231         | HS08         | 1                | 1.0             | 5                | 6.00            | 5                | 6.00            |
| Orthopedic Technician                   | 8232         | HS08         | 1                | 1.0             | 5                | 4.00            | 5                | 4.00            |
| Orthopedic Tech 2                       | 8233         | HS14         | 0                | 0.0             | 2                | 2.00            | 2                | 2.00            |
| Operating Room Support Assistant        | 8234         | N/A          | 0                | 0.0             | 2                | 2.00            | 2                | 2.00            |
| ScrubNurse/Tech 2                       | 8235         | HS14         | 0                | 0.0             | 3                | 3.00            | 3                | 3.00            |
| Schedule Coordinator (OR)               | 8236         | HS20         | 0                | 0.0             | 2                | 2.00            | 2                | 2.00            |
| Dir, Medical Imaging                    | 8300         | N/A          | 0                | 0.0             | 1                | 1.00            | 1                | 1.00            |
| Asst Dir, Medical Imaging               | 8301         | N/A          | 0                | 0.0             | 3                | 3.00            | 3                | 3.00            |
| Radiologic Technical Advisor            | 8302         | HS18         | 2                | 2.0             | 5                | 5.00            | 5                | 5.00            |
| Radiologic Multimodality Tech           | 8303         | N/A          | 0                | 0.0             | 1                | 1.00            | 1                | 1.00            |
| Radiologic Specials Tech                | 8304         | N/A          | 0                | 0.0             | 4                | 4.00            | 4                | 4.00            |
| Radiologic Tech                         | 8305         | N/A          | 0                | 0.0             | 13               | 13.00           | 13               | 13.00           |
| MRI Technician                          | 8306         | HS17         | 2                | 2.0             | 1                | 1.00            | 1                | 1.00            |
| Nuclear Med Technologist                | 8307         | HS17         | 2                | 2.0             | 2                | 2.00            | 2                | 2.00            |
| Ultrasonographer                        | 8308         | HS17         | 2                | 2.0             | 3                | 3.00            | 3                | 3.00            |
| Medical Imaging Clerk                   | 8309         | HS03         | 3                | 3.0             | 3                | 3.00            | 3                | 3.00            |
| Darkroom Technician                     | 8310         | HS03         | 1                | 1.0             | 1                | 1.00            | 1                | 1.00            |
| Supv, Cardiographics                    | 8320         | N/A          | 0                | 0.0             | 1                | 1.00            | 1                | 1.00            |
| Echocardiogram Tech                     | 8321         | HS17         | 1                | 1.0             | 1                | 1.00            | 1                | 1.00            |
| EEG Technician                          | 8322         | HS08         | 1                | 1.0             | 1                | 1.00            | 1                | 1.00            |
| Electrocardiogram Tech                  | 8323         | HS08         | 3                | 3.0             | 3                | 3.00            | 3                | 3.00            |

# 66/67 Hospital Authority-Financial

|                                     | Class | Grade | FY 2001   |          | FY 2002   |          | FY 2003   |          |
|-------------------------------------|-------|-------|-----------|----------|-----------|----------|-----------|----------|
|                                     |       |       | Bud. Pos. | Bud. FTE | Bud. Pos. | Bud. FTE | Bud. Pos. | Bud. FTE |
| 67 General Hospital - Fund 62269    |       |       |           |          |           |          |           |          |
| Dir, Clinical Laboratory            | 8325  | N/A   | 0         | 0.0      | 1         | 1.00     | 1         | 1.00     |
| Asst Dir, Clinical Laboratory       | 8326  | N/A   | 0         | 0.0      | 2         | 2.00     | 2         | 2.00     |
| Supv, Laboratory Section            | 8327  | N/A   | 0         | 0.0      | 6         | 6.00     | 6         | 6.00     |
| Medical Technologist                | 8328  | HS16  | 8         | 8.0      | 11        | 11.00    | 11        | 11.00    |
| Medical Laboratory Tech             | 8329  | HS09  | 9         | 9.0      | 7         | 7.00     | 7         | 7.00     |
| Histology Technician                | 8330  | HS10  | 1         | 1.0      | 2         | 2.00     | 2         | 2.00     |
| Phlebotomist Technician             | 8331  | HS05  | 9         | 9.0      | 15        | 14.40    | 15        | 14.40    |
| Dir Phar Svc, Acute & LT Care       | 8340  | HS30  | 0         | 0.0      | 2         | 2.00     | 2         | 2.00     |
| Pharmacist                          | 8341  | HS24  | 5         | 5.0      | 6         | 6.00     | 6         | 6.00     |
| Pharmacy Technician 1               | 8342  | HS07  | 5         | 5.0      | 9         | 9.00     | 9         | 9.00     |
| Pharmaceutical Control Asst         | 8344  | HS09  | 1         | 1.0      | 1         | 1.00     | 1         | 1.00     |
| Director Of Patient Accounts        | 8400  | HS22  | 1         | 1.0      | 0         | 0.00     | 0         | 0.00     |
| Mgr, Patient Accounts               | 8401  | N/A   | 0         | 0.0      | 1         | 1.00     | 1         | 1.00     |
| Patient Accounts Specialist         | 8402  | N/A   | 0         | 0.0      | 3         | 3.00     | 3         | 3.00     |
| Patient Accounts Rep                | 8403  | HS07  | 14        | 14.0     | 11        | 11.00    | 11        | 11.00    |
| Central Scheduler                   | 8404  | N/A   | 0         | 0.0      | 7         | 7.00     | 7         | 7.00     |
| Admitting Clerk                     | 8405  | HS07  | 18        | 18.0     | 21        | 19.50    | 21        | 19.50    |
| Dir Pat Acct/Dir Managed Care       | 8406  | HS26  | 0         | 0.0      | 1         | 1.00     | 1         | 1.00     |
| Patient Financial Counselor         | 8407  | HS08  | 0         | 0.0      | 2         | 2.00     | 2         | 2.00     |
| Sr Patient Financial Counselor      | 8408  | HS10  | 0         | 0.0      | 2         | 2.00     | 2         | 2.00     |
| Dir, Information Services           | 8410  | N/A   | 0         | 0.0      | 1         | 1.00     | 1         | 1.00     |
| Decision Support Specialist         | 8411  | N/A   | 0         | 0.0      | 1         | 1.00     | 1         | 1.00     |
| Mgr, Network                        | 8412  | N/A   | 0         | 0.0      | 1         | 1.00     | 1         | 1.00     |
| Mgr, IS Applications                | 8413  | N/A   | 0         | 0.0      | 1         | 1.00     | 1         | 1.00     |
| Unix System Admin                   | 8414  | N/A   | 0         | 0.0      | 1         | 1.00     | 1         | 1.00     |
| IS Applications Support Tech        | 8415  | N/A   | 0         | 0.0      | 5         | 5.00     | 5         | 5.00     |
| Coord, Data Operations              | 8416  | N/A   | 0         | 0.0      | 1         | 1.00     | 1         | 1.00     |
| IS Support Tech                     | 8417  | N/A   | 0         | 0.0      | 1         | 1.00     | 1         | 1.00     |
| Computer Operator                   | 8418  | HS07  | 6         | 6.0      | 2         | 2.00     | 2         | 2.00     |
| Manager of Telecommunications       | 8419  | N/A   | 0         | 0.0      | 1         | 1.00     | 1         | 1.00     |
| Mgr, Computer Operations            | 8420  | HS22  | 0         | 0.0      | 1         | 1.00     | 1         | 1.00     |
| Telecommunications Tech             | 8421  | HS12  | 0         | 0.0      | 1         | 0.40     | 1         | 0.40     |
| Dir, Hlth Information Services      | 8425  | N/A   | 0         | 0.0      | 1         | 1.00     | 1         | 1.00     |
| Coding/Abstracting Specialist       | 8427  | HS12  | 3         | 3.0      | 5         | 5.00     | 5         | 5.00     |
| Health Information Specialist       | 8428  | N/A   | 0         | 0.0      | 5         | 5.00     | 5         | 5.00     |
| Health Information Tech             | 8429  | N/A   | 0         | 0.0      | 10        | 10.00    | 10        | 10.00    |
| Health Information Clerk            | 8430  | N/A   | 0         | 0.0      | 2         | 2.00     | 2         | 2.00     |
| Medical Data Analyst                | 8431  | HS08  | 1         | 1.0      | 1         | 1.00     | 1         | 1.00     |
| Certification Worker                | 8432  | N/A   | 3         | 3.0      | 3         | 3.00     | 3         | 3.00     |
| Data Mgr                            | 8433  | N/A   | 0         | 0.0      | 2         | 2.00     | 2         | 2.00     |
| Coord, Medical Staff Services       | 8434  | N/A   | 0         | 0.0      | 1         | 1.00     | 1         | 1.00     |
| Tumor Registrar                     | 8435  | HS13  | 1         | 1.0      | 1         | 1.00     | 1         | 1.00     |
| Director Of Quality And Utilization | 8440  | HS23  | 1         | 1.0      | 1         | 1.00     | 1         | 1.00     |
| Quality Mgt Analyst                 | 8441  | N/A   | 0         | 0.0      | 1         | 1.00     | 1         | 1.00     |
| Coord, Utilization Mgt              | 8442  | N/A   | 0         | 0.0      | 4         | 4.00     | 4         | 4.00     |
| Secretary-Exe                       | 8500  | N/A   | 0         | 0.0      | 12        | 12.00    | 12        | 12.00    |
| Secretary-Medical                   | 8501  | N/A   | 0         | 0.0      | 21        | 21.00    | 21        | 21.00    |
| Secretary-Dept                      | 8502  | N/A   | 0         | 0.0      | 8         | 7.60     | 8         | 7.60     |
| Secretary-Unit                      | 8503  | N/A   | 0         | 0.0      | 68        | 68.00    | 68        | 68.00    |
| Nursing Support Clerk               | 8504  | HS06  | 1         | 1.0      | 2         | 2.00     | 2         | 2.00     |
| Medical Transcriptionist            | 8505  | N/A   | 0         | 0.0      | 6         | 6.00     | 6         | 6.00     |
| Information Desk Operator           | 8506  | HS03  | 10        | 10.0     | 9         | 9.00     | 9         | 9.00     |
| MIC Interpreter Clerk               | 8507  | N/A   | 0         | 0.0      | 3         | 3.00     | 3         | 3.00     |
| Supv, Dietary Line                  | 8600  | N/A   | 0         | 0.0      | 3         | 3.00     | 3         | 3.00     |
| Dietary Specialist                  | 8601  | HS05  | 7         | 7.0      | 7         | 7.00     | 7         | 7.00     |
| Dietary Technician                  | 8602  | HS02  | 21        | 21.0     | 28        | 28.00    | 28        | 28.00    |
| Supv, Food Service                  | 8603  | HS10  | 0         | 0.0      | 1         | 1.00     | 1         | 1.00     |
| Asst Dir, Admin/Envir Services      | 8610  | N/A   | 0         | 0.0      | 1         | 1.00     | 1         | 1.00     |

# 66/67 Hospital Authority-Financial

|   |              |              | FY 2001          |                 | FY 2002          |                 | FY 2003          |                 |
|---|--------------|--------------|------------------|-----------------|------------------|-----------------|------------------|-----------------|
|   | <u>Class</u> | <u>Grade</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> |
| <b>67 General Hospital - Fund 62269</b> |              |              |                  |                 |                  |                 |                  |                 |
| Asst Dir, Environ Services              | 8611         | N/A          | 0                | 0.0             | 1                | 1.00            | 1                | 1.00            |
| Supv, Environmental Services            | 8612         | HS08         | 0                | 0.0             | 4                | 4.00            | 4                | 4.00            |
| Environmental Services Floor Tech       | 8613         | N/A          | 0                | 0.0             | 5                | 5.00            | 5                | 5.00            |
| Environmental Services Tech             | 8614         | HS02         | 47               | 47.0            | 42               | 42.00           | 42               | 42.00           |
| Laundry Technician                      | 8615         | HS02         | 5                | 5.0             | 1                | 1.00            | 1                | 1.00            |
| Dir, Facility Mgt                       | 8620         | N/A          | 0                | 0.0             | 1                | 1.00            | 1                | 1.00            |
| Supv Maint                              | 8622         | N/A          | 0                | 0.0             | 1                | 1.00            | 1                | 1.00            |
| Carpenter                               | 8623         | WG09         | 1                | 1.0             | 1                | 1.00            | 1                | 1.00            |
| Painter 1                               | 8624         | WG07         | 1                | 1.0             | 1                | 1.00            | 1                | 1.00            |
| Plumber                                 | 8625         | WG09         | 1                | 1.0             | 1                | 1.00            | 1                | 1.00            |
| Building Operations Mechanic            | 8626         | WG07         | 12               | 12.0            | 10               | 10.00           | 10               | 10.00           |
| Dir, Security                           | 8630         | N/A          | 0                | 0.0             | 1                | 1.00            | 1                | 1.00            |
| Security Officer                        | 8631         | HS06         | 14               | 14.0            | 11               | 11.00           | 11               | 11.00           |
| Dir, Central Services                   | 8640         | N/A          | 0                | 0.0             | 3                | 3.00            | 3                | 3.00            |
| Supv, Central Services                  | 8641         | N/A          | 0                | 0.0             | 4                | 4.00            | 4                | 4.00            |
| Ctrl Svcs Dist                          | 8642         | N/A          | 0                | 0.0             | 9                | 9.00            | 9                | 9.00            |
| Central Service Inventory Clerk         | 8643         | HS03         | 1                | 1.0             | 1                | 1.00            | 1                | 1.00            |
| Ctrl Svcs Instr                         | 8644         | N/A          | 0                | 0.0             | 9                | 9.00            | 9                | 9.00            |
| Inventory Control Spec                  | 8650         | HS06         | 2                | 2.0             | 1                | 1.00            | 1                | 1.00            |
| Storeroom Clerk                         | 8651         | HS03         | 2                | 2.0             | 2                | 2.00            | 2                | 2.00            |
| Storeroom Clerk - Senior                | 8652         | HS04         | 1                | 1.0             | 1                | 1.00            | 1                | 1.00            |
| Courier-Hospital                        | 8653         | N/A          | 0                | 0.0             | 1                | 1.00            | 1                | 1.00            |
| Coord, Copy Center/Mail Room            | 8654         | WG04         | 1                | 1.0             | 1                | 1.00            | 1                | 1.00            |
| Purchasing Coordinator                  | 8655         | HS11         | 0                | 0.0             | 1                | 1.00            | 1                | 1.00            |
| Materials Manager                       | 8656         | HS15         | 0                | 0.0             | 1                | 1.00            | 1                | 1.00            |
| X-RAY STUDENT (Student Trainee)         | 9028         | N/A          | 0                | 0.0             | 30               | 17.65           | 30               | 17.65           |
| Critical Care Nurse (Crit Care RN)      | 9500         | N/A          | 0                | 0.0             | 2                | 2.00            | 2                | 2.00            |
| Registered Nurse - Pool                 | 9510         | N/A          | 0                | 0.0             | 15               | 6.00            | 15               | 6.00            |
| Registered Nurse - CC - Pool            | 9520         | N/A          | 0                | 0.0             | 20               | 9.00            | 20               | 9.00            |
| LPN - Pool                              | 9530         | N/A          | 0                | 0.0             | 11               | 4.40            | 11               | 4.40            |
| <b>Total Positions &amp; FTE</b>        |              |              | <b>663</b>       | <b>661.0</b>    | <b>877</b>       | <b>841.34</b>   | <b>877</b>       | <b>841.34</b>   |

# 66 Bordeaux Hospital-Financial

**Reminder:** Some classifications were deleted and new classifications (class number 10000 and above) were added to implement the 2002 Reclassification Study & Pay Plan. Many of the class changes from FY 2001 to FY 2002 were due to implementing that Study.

|                                    | Class | Grade | FY 2001   |          | FY 2002   |          | FY 2003   |          |
|------------------------------------|-------|-------|-----------|----------|-----------|----------|-----------|----------|
|                                    |       |       | Bud. Pos. | Bud. FTE | Bud. Pos. | Bud. FTE | Bud. Pos. | Bud. FTE |
| 66 Bordeaux Hospital - Fund 62270  |       |       |           |          |           |          |           |          |
| Accounting Assistant               | 7432  | HS08  | 1         | 1.0      | 1         | 1.00     | 1         | 1.00     |
| Acct Rec/Payable Clerk             | 7433  | HS07  | 3         | 3.0      | 3         | 3.00     | 3         | 3.00     |
| Admin Services Director            | 7436  | HS23  | 1         | 1.0      | 0         | 0.00     | 0         | 0.00     |
| Admin Support Staff Services Dir   | 7435  | HS22  | 1         | 1.0      | 0         | 0.00     | 0         | 0.00     |
| Assistant Administrator            | 7441  | HS25  | 1         | 1.0      | 1         | 1.00     | 1         | 1.00     |
| Asst Pharmacy Dir                  | 10173 | HS24  | 0         | 0.0      | 1         | 1.00     | 1         | 1.00     |
| Beautician                         | 7443  | HS05  | 3         | 3.0      | 3         | 3.00     | 3         | 3.00     |
| Beauty Salon Supervisor            | 7444  | HS07  | 1         | 1.0      | 1         | 1.00     | 1         | 1.00     |
| Bldg/Maint Lead Mechanic           | 7448  | WL09  | 2         | 2.0      | 2         | 2.00     | 2         | 2.00     |
| Building Operations Mechanic       | 7592  | WG07  | 9         | 9.0      | 9         | 7.50     | 9         | 7.50     |
| Carpenter                          | 0960  | WG09  | 1         | 1.0      | 1         | 1.00     | 1         | 1.00     |
| Carpenter Senior                   | 7450  | WL09  | 1         | 1.0      | 1         | 1.00     | 1         | 1.00     |
| Central Services Coordinator       | 7455  | HS13  | 1         | 1.0      | 1         | 1.00     | 1         | 1.00     |
| Central Services Technician        | 7454  | HS03  | 3         | 3.0      | 3         | 3.00     | 3         | 3.00     |
| Cert Occup Therapist Asst.         | 7842  | HS17  | 1         | 1.0      | 1         | 1.00     | 1         | 1.00     |
| Clinical Coordinator               | 7459  | HS18  | 12        | 12.0     | 3         | 3.00     | 3         | 3.00     |
| Clinical Instructor                | 7460  | HS18  | 1         | 1.0      | 0         | 0.00     | 0         | 0.00     |
| Clinical Supervisor-Nursing        | 7464  | HS21  | 9         | 9.0      | 6         | 5.01     | 6         | 5.01     |
| Coding/Abstracting Spec            | 7465  | HS12  | 2         | 2.0      | 1         | 1.00     | 1         | 1.00     |
| Communications Supervisor          | 7466  | HS10  | 1         | 1.0      | 1         | 1.00     | 1         | 1.00     |
| Community Svc/Pat Advocate Dir     | 7621  | HS21  | 1         | 1.0      | 0         | 0.00     | 0         | 0.00     |
| Comptroller                        | 7467  | HS23  | 1         | 1.0      | 1         | 1.00     | 1         | 1.00     |
| Comptroller Assistant              | 7468  | HS15  | 0         | 0.0      | 0         | 0.00     | 0         | 0.00     |
| Dietary Clerk                      | 7474  | HS03  | 2         | 2.0      | 2         | 2.00     | 2         | 2.00     |
| Dietary Line Supervisor            | 7475  | HS07  | 6         | 6.0      | 6         | 6.00     | 6         | 6.00     |
| Dietary Specialist                 | 7476  | HS05  | 9         | 9.0      | 9         | 9.00     | 9         | 9.00     |
| Dietary Technician                 | 7478  | HS02  | 29        | 29.0     | 39        | 29.13    | 39        | 29.13    |
| Dietitian - Hospital               | 7479  | HS16  | 2         | 2.0      | 2         | 2.00     | 2         | 2.00     |
| Dir of Ed & Comm Develop           | 10319 | HS23  | 0         | 0.0      | 1         | 1.00     | 1         | 1.00     |
| Env/Sup Services Dir               | 7490  | HS22  | 1         | 1.0      | 0         | 0.00     | 0         | 0.00     |
| Environmental Services Supervisor  | 7487  | HS07  | 4         | 4.0      | 4         | 4.00     | 4         | 4.00     |
| Environmental Services Director    | 7488  | HS15  | 1         | 1.0      | 1         | 1.00     | 1         | 1.00     |
| Environmental Services Technician  | 7489  | HS02  | 36        | 36.0     | 38        | 36.02    | 38        | 36.02    |
| Exec Asst                          | 7985  | HS14  | 0         | 0.0      | 1         | 1.00     | 1         | 1.00     |
| Facilities Mgmt Clerk              | 7492  | HS03  | 0         | 0.0      | 0         | 0.00     | 0         | 0.00     |
| Facility Management Director       | 7493  | HS23  | 1         | 1.0      | 1         | 1.00     | 1         | 1.00     |
| Finance Director - Hospitals       | 7494  | HS28  | 0         | 0.0      | 0         | 0.00     | 0         | 0.00     |
| Food Service Supervisor            | 7495  | HS08  | 1         | 1.0      | 1         | 1.00     | 1         | 1.00     |
| Health Info Services Asst Director | 7497  | HS15  | 1         | 1.0      | 1         | 1.00     | 1         | 1.00     |
| Health Info Services Director      | 7498  | HS21  | 1         | 1.0      | 1         | 1.00     | 1         | 1.00     |
| Health Info Services Supervisor    | 7844  | HS13  | 1         | 1.0      | 1         | 1.00     | 1         | 1.00     |
| Health Information Specialist      | 7539  | HS06  | 3         | 3.0      | 4         | 3.01     | 4         | 3.01     |
| Hosp Auth Const Proj Mgr           | 8012  | HS26  | 0         | 0.0      | 1         | 0.30     | 1         | 0.30     |
| Hospital Administrator             | 7501  | HS29  | 1         | 1.0      | 1         | 1.00     | 1         | 1.00     |
| Hospital Amb Svc Supervisor        | 7503  | HS12  | 1         | 1.0      | 1         | 1.00     | 1         | 1.00     |
| Hospital Ambulance Driver          | 7502  | HS10  | 3         | 3.0      | 3         | 3.02     | 3         | 3.02     |
| Hospital Courier                   | 7505  | HS03  | 1         | 1.0      | 1         | 1.00     | 1         | 1.00     |
| Hospital Data Systems Director     | 7506  | HS22  | 1         | 1.0      | 1         | 1.00     | 1         | 1.00     |
| Hospital Executive Secretary       | 7507  | HS09  | 9         | 9.0      | 5         | 5.00     | 5         | 5.00     |
| Hospital Grounds Supervisor        | 7508  | HS10  | 1         | 1.0      | 1         | 1.00     | 1         | 1.00     |
| Hospital Human Resources Assoc     | 7509  | HS07  | 1         | 1.0      | 1         | 1.00     | 1         | 1.00     |
| Hospital Secretary                 | 7510  | HS07  | 6         | 6.0      | 6         | 5.50     | 6         | 5.50     |
| Hospitals Director                 | 7511  | HS40  | 1         | 1.0      | 0         | 0.00     | 0         | 0.00     |
| HR Generalist                      | 10320 | HS17  | 0         | 0.0      | 1         | 1.00     | 1         | 1.00     |

# 66 Bordeaux Hospital-Financial

|  |              |      | FY 2001          |                 | FY 2002          |                 | FY 2003          |                 |
|--|--------------|------|------------------|-----------------|------------------|-----------------|------------------|-----------------|
| <u>Class</u>                             | <u>Grade</u> |      | <u>Bud. Pos.</u> | <u>Bud. FTE</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> |
| <b>66 Bordeaux Hospital - Fund 62270</b> |              |      |                  |                 |                  |                 |                  |                 |
| Human Resources Asst Director            | 7512         | HS18 | 1                | 1.0             | 1                | 1.00            | 1                | 1.00            |
| Infection Control Practitioner           | 7516         | HS19 | 1                | 1.0             | 1                | 1.00            | 1                | 1.00            |
| Information Desk Operator                | 7517         | HS03 | 6                | 6.0             | 6                | 6.00            | 6                | 6.00            |
| In-Service & Education Coordinator       | 7520         | HS19 | 1                | 1.0             | 2                | 2.00            | 2                | 2.00            |
| Inventory Control Specialist             | 7519         | HS06 | 3                | 3.0             | 1                | 1.00            | 1                | 1.00            |
| IS Support Tech                          | 10328        | HS11 | 0                | 0.0             | 1                | 0.50            | 1                | 0.50            |
| Laboratory Services Supervisor           | 7522         | HS18 | 1                | 1.0             | 1                | 1.00            | 1                | 1.00            |
| Laundry Technician                       | 7526         | HS02 | 6                | 6.0             | 6                | 6.03            | 6                | 6.03            |
| Licensed Practical Nurse                 | 7527         | HS10 | 110              | 110.0           | 120              | 102.15          | 120              | 102.15          |
| Manager, Risk Mgmt                       | 10325        | HS23 | 0                | 0.0             | 1                | 1.00            | 1                | 1.00            |
| Materials Manager                        | 7530         | HS15 | 1                | 1.0             | 0                | 0.00            | 0                | 0.00            |
| Materials Mgmt Asst Dir HS               | 10178        | HS24 | 0                | 0.0             | 0                | 0.00            | 0                | 0.00            |
| Med Records Info Tech                    | 7540         | HS03 | 0                | 0.0             | 1                | 0.01            | 1                | 0.01            |
| Medical Data Analyst                     | 7532         | HS08 | 1                | 1.0             | 2                | 2.00            | 2                | 2.00            |
| Medical Director                         | 7533         | HS41 | 1                | 1.0             | 0                | 0.00            | 0                | 0.00            |
| Medical Secretary                        | 7541         | HS09 | 1                | 1.0             | 1                | 1.00            | 1                | 1.00            |
| Medical Social Services Director         | 7542         | HS19 | 1                | 1.0             | 1                | 1.00            | 1                | 1.00            |
| Medical Social Worker                    | 7543         | HS15 | 4                | 4.0             | 4                | 4.00            | 4                | 4.00            |
| Medical Technologist                     | 7546         | HS16 | 1                | 1.0             | 1                | 1.00            | 1                | 1.00            |
| Medical Transcriptionist                 | 7547         | HS09 | 2                | 2.0             | 2                | 2.00            | 2                | 2.00            |
| NMBH Materials Mgr                       | 10321        | HS14 | 0                | 0.0             | 1                | 1.00            | 1                | 1.00            |
| NMBH Purchasing Coord                    | 10322        | HS10 | 0                | 0.0             | 1                | 1.00            | 1                | 1.00            |
| Nurse Practitioner                       | 7553         | HS22 | 1                | 1.0             | 3                | 2.40            | 3                | 2.40            |
| Nursing Asst - Certified                 | 7554         | HS04 | 208              | 208.0           | 192              | 148.80          | 192              | 148.80          |
| Nursing Asst - Certified 2               | 10175        | HS06 | 0                | 0.0             | 21               | 21.00           | 21               | 21.00           |
| Nursing Inform Support Assoc             | 10176        | HS09 | 0                | 0.0             | 1                | 1.00            | 1                | 1.00            |
| Nursing Service Director                 | 7557         | HS22 | 1                | 1.0             | 1                | 1.00            | 1                | 1.00            |
| Nursing Services Asst Director           | 7556         | HS22 | 2                | 2.0             | 2                | 2.00            | 2                | 2.00            |
| Nursing Support Clerk                    | 7558         | HS06 | 2                | 2.0             | 2                | 2.00            | 2                | 2.00            |
| Nursing Support Specialist               | 7559         | HS07 | 4                | 4.0             | 3                | 3.00            | 3                | 3.00            |
| Nutrition Services Director              | 7560         | HS18 | 1                | 1.0             | 1                | 1.00            | 1                | 1.00            |
| Occupational Therapist                   | 7843         | HS22 | 1                | 1.0             | 1                | 1.00            | 1                | 1.00            |
| Painter 1                                | 7341         | WG07 | 2                | 2.0             | 2                | 2.00            | 2                | 2.00            |
| Painter 2                                | 7342         | N/A  | 1                | 1.0             | 1                | 1.00            | 1                | 1.00            |
| Patient Accounts Manager                 | 7568         | HS15 | 1                | 1.0             | 0                | 0.00            | 0                | 0.00            |
| Patient Accounts Specialist              | 7570         | HS06 | 8                | 8.0             | 9                | 8.50            | 9                | 8.50            |
| Patient Activities Coordinator           | 7571         | HS05 | 3                | 3.0             | 3                | 3.01            | 3                | 3.01            |
| Patient Advocate                         | 7572         | HS15 | 0                | 0.0             | 0                | 0.00            | 0                | 0.00            |
| Patient Advocate Director                | 7573         | HS16 | 1                | 1.0             | 0                | 0.00            | 0                | 0.00            |
| Patient Affairs Director                 | 7576         | HS22 | 0                | 0.0             | 1                | 1.00            | 1                | 1.00            |
| Patient Care Mgr                         | 10324        | HS18 | 0                | 0.0             | 9                | 9.00            | 9                | 9.00            |
| Patient Clothing Coordinator             | 7577         | HS03 | 1                | 1.0             | 1                | 1.00            | 1                | 1.00            |
| Payroll Coordinator                      | 7578         | HS10 | 1                | 1.0             | 1                | 1.00            | 1                | 1.00            |
| Payroll Specialist                       | 7579         | HS07 | 2                | 2.0             | 2                | 2.00            | 2                | 2.00            |
| Pharmacist                               | 7582         | HS24 | 3                | 3.0             | 2                | 1.00            | 2                | 1.00            |
| Pharmacy Director                        | 7583         | HS28 | 1                | 1.0             | 0                | 0.00            | 0                | 0.00            |
| Pharmacy Technician 1                    | 7584         | HS07 | 3                | 3.0             | 4                | 3.00            | 4                | 3.00            |
| Phlebotomist Technician                  | 7585         | HS05 | 1                | 1.0             | 2                | 1.01            | 2                | 1.01            |
| Physical Therapist                       | 7586         | HS22 | 1                | 1.0             | 1                | 1.00            | 1                | 1.00            |
| Physical Therapy Assistant               | 7587         | HS17 | 2                | 2.0             | 4                | 3.00            | 4                | 3.00            |
| Physical Therapy Director                | 7588         | HS24 | 1                | 1.0             | 1                | 1.00            | 1                | 1.00            |
| Physical Therapy Technician              | 7589         | HS04 | 5                | 5.0             | 0                | 0.00            | 0                | 0.00            |
| Physician                                | 7590         | HS40 | 4                | 4.0             | 0                | 0.00            | 0                | 0.00            |
| Plant Operations Supervisor              | 7593         | WS10 | 1                | 1.0             | 1                | 1.00            | 1                | 1.00            |
| Quality Assessment Coordinator           | 7600         | HS18 | 1                | 1.0             | 2                | 1.60            | 2                | 1.60            |
| Radiologic Technologist                  | 7605         | HS15 | 1                | 1.0             | 1                | 1.00            | 1                | 1.00            |
| Registered Nurse                         | 7606         | HS17 | 19               | 19.0            | 19               | 7.12            | 19               | 7.12            |
| Resident Assessment Coord                | 7607         | HS19 | 1                | 1.0             | 1                | 1.00            | 1                | 1.00            |



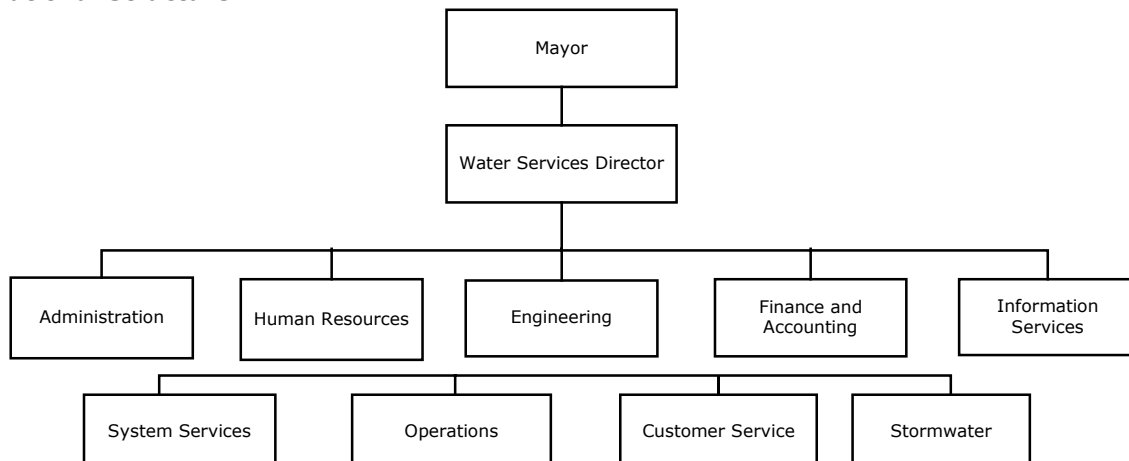
## 66 Bordeaux Hospital-Financial

|  |              | FY 2001          |                 | FY 2002          |                 | FY 2003          |                 |
|--|--------------|------------------|-----------------|------------------|-----------------|------------------|-----------------|
| <u>Class</u>                             | <u>Grade</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> |
| <b>66 Bordeaux Hospital - Fund 62270</b> |              |                  |                 |                  |                 |                  |                 |
| Respiratory Care Services Dir            | 7609 HS21    | 1                | 1.0             | 1                | 1.00            | 1                | 1.00            |
| Respiratory Therapist Certified          | 7610 HS14    | 4                | 4.0             | 5                | 4.02            | 5                | 4.02            |
| Safety Coordinator                       | 7611 HS07    | 1                | 1.0             | 0                | 0.00            | 0                | 0.00            |
| Seasonal/Part-Time/Temporary             | 9020 N/A     | 0                | 0.0             | 1                | 0.25            | 1                | 0.25            |
| Security Director                        | 7613 HS08    | 1                | 1.0             | 1                | 1.00            | 1                | 1.00            |
| Security Officer                         | 7614 HS06    | 6                | 6.0             | 7                | 7.00            | 7                | 7.00            |
| Student Trainee                          | 5085 N/A     | 0                | 0.0             | 12               | 0.12            | 12               | 0.12            |
| Unit Secretary                           | 7619 HS06    | 10               | 10.0            | 10               | 10.00           | 10               | 10.00           |
| Volunteer/Patient Activities Dir         | 7622 HS16    | 1                | 1.0             | 1                | 1.00            | 1                | 1.00            |
| <b>Total Positions &amp; FTE</b>         |              | <b>582</b>       | <b>582.0</b>    | <b>660</b>       | <b>550.01</b>   | <b>660</b>       | <b>550.01</b>   |

# 65 Water and Sewer Services Fund-At a Glance

|                       |  |                             |                             |                             |
|-----------------------|--|-----------------------------|-----------------------------|-----------------------------|
| <b>Vision</b>         | To be our community’s trusted choice for water and wastewater services.  |                             |                             |                             |
| <b>Mission</b>        | To proudly serve our community by providing vital, safe and dependable water and wastewater services in an innovative and competitive manner.  |                             |                             |                             |
| <b>Budget Summary</b> |  | <u><b>2000-01</b></u>       | <u><b>2001-02</b></u>       | <u><b>2002-03</b></u>       |
|                       | <b>Expenditures and Transfers:</b>   |                             |                             |                             |
|                       | W&S Revenue  | \$0                         | \$0                         | \$170,724,402               |
|                       | W&S Operating  | 66,500,000                  | 67,500,000                  | 71,280,000                  |
|                       | W&S Operating Reserve  | -140,000                    | 40,000                      | 151,202                     |
|                       | Stormwater   | 0                           | 701,064                     | 13,572,000                  |
|                       | Special purpose funds  | 100,190,000                 | 99,044,500                  | 99,293,200                  |
|                       | <b>Total Expenditures</b>  | <u><b>\$166,550,000</b></u> | <u><b>\$167,285,564</b></u> | <u><b>\$355,020,804</b></u> |
|                       | <b>Revenues and Transfers:</b>   |                             |                             |                             |
|                       | Charges, Commissions, & Fees   | \$0                         | \$0                         | \$157,121,400               |
|                       | Other Governments  | 0                           | 0                           | 0                           |
|                       | Other Program Revenue  | 0                           | 0                           | 9,830,000                   |
|                       | <b>Total Program Revenue</b>   | <b>\$0</b>                  | <b>\$0</b>                  | <b>\$166,951,400</b>        |
|                       | Non-program Revenue  | 0                           | 0                           | 0                           |
|                       | Transfers  | 0                           | 0                           | 188,518,200                 |
|                       | <b>Total Revenues</b>  | <u><b>\$0</b></u>           | <u><b>\$0</b></u>           | <u><b>\$355,469,600</b></u> |
| <b>Positions</b>      | Total Budgeted Positions   | 741                         | 781                         | 765                         |
| <b>Contacts</b>       | Dir. of Water & Sewer Services: Scott Potter      email: scott.potter@nashville.gov<br>Financial Manager: Cooper Chilton                      email: cooper.chilton@nashville.gov<br><br>1600 2 <sup>nd</sup> Avenue North 37208                      Phone: 862-4500      FAX: 862-4929 |                             |                             |                             |

## Organizational Structure



# 65 Water and Sewer Services Fund-At a Glance

## Budget Highlights FY 2003

|   |             |
|---|-------------|
| Administration:   |             |
| • Transfer to new Stormwater Fund*                        | \$4,540,060 |
| • Reduction in salaries and fringes                       | -346,884    |
| • All other cost reductions (net)                         | -111,080    |
| Subtotal  | 4,082,096   |
| Finance and Accounting:                                   |             |
| • Increase in salaries and fringes                        | 165,081     |
| • Increase in insurance for liability and property damage | 100,000     |
| • Increase for management consultant services             | 70,000      |
| • All other cost reductions (net)                         | -7,935      |
| Subtotal  | 327,146     |
| Information Services:                                     |             |
| • Increase in salaries and fringes                        | 100,901     |
| • Increase for software consultant fees                   | 301,300     |
| • Increased information systems charges                   | 110,948     |
| • Reductions in office equipment maintenance charges      | -323,500    |
| • All other cost reductions (net)                         | -164,775    |
| Subtotal  | 24,874      |
| Customer Services:  |             |
| • Decrease in salaries and fringes                        | -73,162     |
| • Increases for new water meters and repair parts         | 358,000     |
| • Increased postage and deliver service charges           | 125,000     |
| • Decreased costs of utility performance consultants      | -295,000    |
| • All other cost increases (net)                          | 18,372      |
| Subtotal  | 133,210     |
| Engineering:  |             |
| • Increase in salaries and fringes                        | 2,344,576   |
| • Offsetting credit for recovered expense capital         | -2,275,000  |
| • All other cost decreases (net)                          | -89,850     |
| Subtotal  | -20,274     |
| Systems Services:   |             |
| • Increase in salaries and fringes                        | 420,664     |
| • Increased cost of road and street repairs               | 120,000     |
| • Increased telecommunication charges                     | 58,000      |
| • Increased cost of auto repair parts                     | 50,000      |
| • Offsetting credit for recovered expense capital         | -1,000,000  |
| • All other cost reductions (net)                         | -345,626    |
| Subtotal  | -696,962    |
| Operations:   |             |
| • Decrease in salaries and fringes                        | -187,729    |
| • All other cost increases (net)                          | 117,687     |
| Subtotal  | -70,042     |
| Total   | \$3,780,048 |

\*All Stormwater activities in Metro have been consolidated within the Water and Sewer Department. The FY 03 funding for these activities is as follows:

|          |                     |
|----------|---------------------|
| Expenses | \$ 7,377,000        |
| Capital  | <u>\$ 6,195,000</u> |
| Total    | \$13,572,000        |

## Overview

### ADMINISTRATION

The Administration Division is responsible for setting goals and objectives for the department and insuring that they are met. Duties include recommending and overseeing policy initiatives, settings goals and objectives and monitoring organizational performance.

### HUMAN RESOURCES

The Human Resources (HR) Division is responsible for maintaining a safe, healthy, and satisfied workforce. Occupational health nurses are provided by the division to treat work-related injuries. Safety coordinators inspect the workplace for violations and provide employee training. Human Resources also maintains personnel files and coordinates employee training.

### ENGINEERING

The Engineering Division is responsible for providing technical support to the department. The division maintains files showing the location and specifications for all water and sewer lines in the county, provides expert assistance for the installation of new sewer and water lines, monitors sewer and water infrastructure, and reviews and approves construction plans for compliance with regulations.

### FINANCE AND ACCOUNTING

The Finance and Accounting Division is responsible for the preparation and management of the budget. Duties include purchasing, payroll, accounts payable, accounts receivable, and fixed asset accounting.

### INFORMATION SERVICES

The Information Services Division is responsible for the enhancement and support for business applications running on both mainframe and client-server platforms.

### SYSTEM SERVICES

The Systems Services Division is responsible for construction and repair of all water and sewer lines. They are also responsible for responding to consumer water and sewer complaints on a 24-hour, seven-day-a-week basis.

### OPERATIONS

The Operations Division is responsible for the operation of two water treatment plants and three wastewater treatment plants. The water treatment plants can treat a combined 180 million gallons a day, over 300 gallons per day for every resident. The wastewater treatment plants have a treatment capacity of 381 million gallons a day.

# 65 Water and Sewer Services Fund-At a Glance

## **CUSTOMER SERVICE**

The Customer Service Division is responsible for establishing and maintaining customer accounts, reading meters and processing bills. The division is responsible for managing over 150,000 accounts a month. The Division also responds to customer service calls.

## **STORMWATER**

Stormwater is rainwater plus anything the rain carries along with it. In urban areas, rain that falls on the roof of

a house, or collects on paved areas like driveways, roads and footpaths is carried away through a system of pipes that is separate from the sewerage system.

The Stormwater Division reviews all grading, drainage, and erosion control plans for compliance with mandated stormwater management guidelines. It works closely with the Codes Administration on the issuance of permits. It also maintains official flood insurance rate maps and provides flood information to the public.

# 65 Water and Sewer Services Fund-Performance

| Objectives  | Performance Measures  | FY 2001<br>Budget  | FY 2001<br>Actuals                                       | FY 2002<br>Budget  | FY 2003<br>Budget        |
|---|---|--|--|--|--------------------------|
| <b>HUMAN RESOURCES</b>  |   |  |  |  |                          |
| 1. Employee/supervisor ratio.   | Maintain appropriate employee/supervisor ratio  | 671/120  | 671/120  | 652/98   | continual downward trend |
| 2. Work force composition.  | Percentage of male, female, ethnicity in work force compared to ratio in community  | MWS/Census<br>M=83/48<br>F=17/52<br>W=74/65<br>Min=26/35 | MWS/Census<br>M=83/48<br>F=17/52<br>W=74.65<br>Min=26/35 | MWS/Census<br>M=84/48<br>F=16/52<br>W=72/65<br>Min=28/65 | na                       |
| 3. Compliance with OSHA violations.   | Number of OSHA violations   | 0  | 0  | 0  | 0                        |
| <b>ENGINEERING</b>  |   |  |  |  |                          |
| 1. Compliance with Capacity Management Plan.                                  | Number of noncompliance   | 0  | 0  | 0  | 0                        |
| 2. City low water pressure system capacity.                                   | Capacity  | 2.5:1  | 2.5:1  | 2.4:1  | 2.3:1                    |
| <b>FINANCE AND ACCOUNTING</b>   |   |  |  |  |                          |
| 1. Financial management trends: Maintain bond rating, maintain bond covenant. | Revenue must equal 110% of operating expenses plus debt service   | yes  | yes  | yes  | yes                      |
| 2. Actual vs. budgeted expenditures.  | Meeting operating budget  | yes  | yes  | yes  | yes                      |
| 3. Financial reporting.   | Delivering expenditures vs. budget reports within 3 days of cut-off date (prepare financial by the 15 <sup>th</sup> of month) | yes  | yes  | yes  | yes                      |
| <b>Stores Management Section</b>  |   |  |  |  |                          |
| 1. Reduce inventory level.  | Continual decrease in level of inventory  | yes  | yes  | Yes  | yes                      |
| <b>INFORMATION SERVICES</b>   |   |  |  |  |                          |
| 1. Service requested resolution time.   | Percentage requests by type of responded to within standard timeframes  | not tracked  | not tracked  | 97%  | 98%                      |
| 2. Server and Network availability time.                                      | Percentage of time available, normal/non-normal business hours<br>Server<br>Network   | 99%  | 99%  | 99%  | 99%                      |
| <b>SYSTEMS SERVICES</b>   |   |  |  |  |                          |
| 1. Sewer lines services.  | Percentage of sewer lines services in the system (footage by total footage)   | 22%  | 22%  | 24%<br>(prorated)  | 26%<br>(projected)       |

# 65 Water and Sewer Services Fund-Performance

| Objectives  | Performance Measures  | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget  |
|---|---|-------------------|--------------------|-------------------|--------------------|
| 2. Water valves serviced.                                   | Percentage of water valves serviced in the system (number by total number)  | 13%               | 13%                | 14%<br>(prorated) | 16%<br>(projected) |
| 3. Fire hydrants serviced.                                  | Percentage of fire hydrants serviced in the system (number by total number) | 46%               | 46%                | 53%<br>(prorated) | 58%<br>(projected) |
| <b>Fleet Maintenance</b>                                    |   |                   |                    |                   |                    |
| 1. Work orders completed.                                   | Initiated vs. completed   | 99%               | 99%                | 85%               | 99%                |
| 2. Fleet availability.                                      | Percentage of fleet that is available for daily use                         | 95%               | 95%                | 96%               | 98%                |
| <b>OPERATIONS</b>   |   |                   |                    |                   |                    |
| <b>Water</b>  |   |                   |                    |                   |                    |
| 1. Compliance with primary SDWA standards.                  | Number of violations of SDWA primary standards                              | 1                 | 1                  | 0                 | 0                  |
| 2. Compliance with secondary SDWA standards.                | Number of violations of SDWA secondary standards                            | 1                 | 1                  | 0                 | 0                  |
| 3. Cost of per million gallons treated water.               | Cost of treatment/1000 gallons: People, chemical, energy (KWH/1000 gallons) | na                | na                 | \$281             | na                 |
| 4. No violations of state laws.                             | Number of violations received   | 0                 | 0                  | 0                 | 0                  |
| <b>Wastewater</b>   |   |                   |                    |                   |                    |
| 1. Compliance with discharge effluent quality.              | Number of violations with Clean Water Act                                   | 0                 | 8                  | 0                 | 0                  |
| 2. Compliance with Commissioner's Order overflow abatement. | Number of overflow in violation of Commissioner's Order                     | 0                 | 0                  | 0                 | 0                  |
| 3. Cost of per million gallons treated wastewater.          | Cost of treatment/1000 gallons: People, chemical, energy (KWH/1000 gallons) | na                | na                 | \$437             | na                 |
| 4. No violations of state laws.                             | Number of violations received   | 0                 | 0                  | 0                 | 0                  |
| <b>CUSTOMER SERVICE</b>                                     |   |                   |                    |                   |                    |
| 1. Meters Read.   | a. Percentage of meters read  | 80%               | 80%                | 90%               | 100%               |
|   | b. Percentage of accurate reads   | 99.8%             | 99.8%              | 99.8%             | 99.8%              |

## 65 Water and Sewer Services Fund-Performance

| Objectives                      | Performance Measures                                      | FY 2001<br>Budget          | FY 2001<br>Actuals | FY 2002<br>Budget          | FY 2003<br>Budget  |
|---------------------------------|---|----------------------------|--------------------|----------------------------|--------------------|
| 2. Phone calls handled.         | a. Percentage of calls handled within three minutes       | not tracked                | not tracked        | 95%                        | 100%               |
|                                 | b. Number of calls waiting in que                         | na                         | na                 | <1%<br>*new syst. In place | 0                  |
| 3. Payment of bill.             | a. Percentage of customer bills paid fully within 45 days | not tracked                | not tracked        | not tracked                | not tracked        |
|                                 | b. Number of cut-offs due to delinquent bills             | 12,000/avg<br>not budgeted | 14,000/avg<br>.44% | 14,000/avg<br>not budgeted | na<br>not budgeted |
|                                 | c. Percentage of Bad Debt                                 |                            |                    |                            |                    |
| <b>STORMWATER</b>               |   |                            |                    |                            |                    |
| 1. No violations of state laws. | Number of violations received                             | na                         | na                 | 0                          | 0                  |

# 65 Water & Sewer Services Fund-Financial

## Water and Sewer W&S Revenue

| EXPENSE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget  |
|--|-------------------|--------------------|-------------------|--------------------|
| <b>OPERATING EXPENSE:</b>                        |                   |                    |                   |                    |
| <b>PERSONAL SERVICES:</b>                        |                   |                    |                   |                    |
| Salary Expense                                   | 0                 | 0                  | 0                 | 0                  |
| Fringe Benefits                                  | 0                 | 0                  | 0                 | 0                  |
| Per Diem & Other Fees                            | 0                 | 0                  | 0                 | 0                  |
| <b>TOTAL PERSONAL SERVICES</b>                   | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>           |
| <b>OTHER SERVICES:</b>                           |                   |                    |                   |                    |
| Utilities  | 0                 | 0                  | 0                 | 0                  |
| Professional Services                            | 0                 | 0                  | 0                 | 0                  |
| Purchased Services                               | 0                 | 0                  | 0                 | 0                  |
| Travel   | 0                 | 0                  | 0                 | 0                  |
| Communications                                   | 0                 | 0                  | 0                 | 0                  |
| Printing   | 0                 | 0                  | 0                 | 0                  |
| Advertising & Promotion                          | 0                 | 0                  | 0                 | 0                  |
| Subscriptions                                    | 0                 | 0                  | 0                 | 0                  |
| Tuition, Reg., & Membership Dues                 | 0                 | 0                  | 0                 | 0                  |
| Repairs & Maintenance Services                   | 0                 | 0                  | 0                 | 0                  |
| Internal Service Fees                            | 0                 | 0                  | 0                 | 0                  |
| <b>TOTAL OTHER SERVICES</b>                      | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>           |
| <b>OTHER EXPENSE:</b>                            |                   |                    |                   |                    |
| Supplies and Materials                           | 0                 | 0                  | 0                 | 0                  |
| Misc. Other Expenses & Payments                  | 0                 | 680,789            | 0                 | 0                  |
| Fixed Charges                                    | 0                 | 0                  | 0                 | 0                  |
| Licenses, Permits, & Fees                        | 0                 | 0                  | 0                 | 0                  |
| Taxes  | 0                 | 0                  | 0                 | 0                  |
| Grant Contributions & Awards                     | 0                 | 0                  | 0                 | 0                  |
| <b>TOTAL OTHER EXPENSE</b>                       | <b>0</b>          | <b>680,789</b>     | <b>0</b>          | <b>0</b>           |
| <b>PENSION, ANNUITY, DEBT, &amp; OTHER COSTS</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>           |
| <b>EQUIPMENT, BUILDINGS, &amp; LAND</b>          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>           |
| <b>SPECIAL PROJECTS</b>                          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>           |
| <b>TOTAL OPERATING EXPENSE</b>                   | <b>0</b>          | <b>680,789</b>     | <b>0</b>          | <b>0</b>           |
| <b>TRANSFERS TO OTHER FUNDS &amp; UNITS:</b>     | <b>0</b>          | <b>(8,677,146)</b> | <b>0</b>          | <b>170,724,402</b> |
| <b>TOTAL EXPENSE AND TRANSFERS</b>               | <b>0</b>          | <b>(7,996,357)</b> | <b>0</b>          | <b>170,724,402</b> |



# 65 Water & Sewer Services Fund-Financial

## Water and Sewer W&S Revenue

| REVENUE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals   | FY 2002<br>Budget | FY 2003<br>Budget  |
|--|-------------------|----------------------|-------------------|--------------------|
| <b>PROGRAM REVENUE:</b>                          |                   |                      |                   |                    |
| <b>Charges, Commissions, &amp; Fees</b>          |                   |                      |                   |                    |
| Charges For Current Services                     | 0                 | 153,450,137          | 0                 | 157,121,402        |
| Commissions and Fees                             | 0                 | 0                    | 0                 | 0                  |
| <b>Subtotal Charges, Commissions, &amp; Fees</b> | <b>0</b>          | <b>153,450,137</b>   | <b>0</b>          | <b>157,121,402</b> |
| <b>Other Governments &amp; Agencies</b>          |                   |                      |                   |                    |
| Federal Direct                                   | 0                 | 0                    | 0                 | 0                  |
| Federal Through State                            | 0                 | 0                    | 0                 | 0                  |
| Federal Through Other Pass-Through               | 0                 | 0                    | 0                 | 0                  |
| State Direct                                     | 0                 | 0                    | 0                 | 0                  |
| Other Government Agencies                        | 0                 | 0                    | 0                 | 0                  |
| <b>Subtotal Other Governments &amp; Agencies</b> | <b>0</b>          | <b>0</b>             | <b>0</b>          | <b>0</b>           |
| <b>Other Program Revenue</b>                     |                   |                      |                   |                    |
| Contributions and Gifts                          | 0                 | 0                    | 0                 | 0                  |
| Miscellaneous Revenue                            | 0                 | 0                    | 0                 | 0                  |
| Use of Money or Property                         | 0                 | 13,885,594           | 0                 | 9,380,000          |
| <b>Subtotal Other Program Revenue</b>            | <b>0</b>          | <b>13,885,594</b>    | <b>0</b>          | <b>9,380,000</b>   |
| <b>TOTAL PROGRAM REVENUE</b>                     | <b>0</b>          | <b>167,335,731</b>   | <b>0</b>          | <b>166,501,400</b> |
| <b>NON-PROGRAM REVENUE:</b>                      |                   |                      |                   |                    |
| Property Taxes                                   | 0                 | 0                    | 0                 | 0                  |
| Local Option Sales Tax                           | 0                 | 0                    | 0                 | 0                  |
| Other Taxes, Licenses, & Permits                 | 0                 | 0                    | 0                 | 0                  |
| Fines, Forfeits, & Penalties                     | 0                 | 0                    | 0                 | 0                  |
| Compensation From Property                       | 0                 | 0                    | 0                 | 0                  |
| <b>TOTAL NON-PROGRAM REVENUE</b>                 | <b>0</b>          | <b>0</b>             | <b>0</b>          | <b>0</b>           |
| <b>TRANSFERS FROM OTHER FUNDS AND UNITS:</b>     | <b>0</b>          | <b>(176,817,322)</b> | <b>0</b>          | <b>4,223,000</b>   |
| <b>TOTAL REVENUE AND TRANSFERS</b>               | <b>0</b>          | <b>(9,481,591)</b>   | <b>0</b>          | <b>170,724,402</b> |

# 65 Water & Sewer Services Fund-Financial

## Water and Sewer W&S Operating

| EXPENSE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget  |
|--|-------------------|--------------------|-------------------|--------------------|
| <b>OPERATING EXPENSE:</b>                        |                   |                    |                   |                    |
| <b>PERSONAL SERVICES:</b>                        |                   |                    |                   |                    |
| Salary Expense                                   | 25,389,065        | 27,289,606         | 23,428,856        | 27,025,952         |
| Fringe Benefits                                  | 7,904,861         | 7,287,312          | 8,373,097         | 7,199,400          |
| Per Diem & Other Fees                            | 0                 | 0                  | 0                 | 0                  |
| <b>TOTAL PERSONAL SERVICES</b>                   | <b>33,293,926</b> | <b>34,576,918</b>  | <b>31,801,953</b> | <b>34,225,352</b>  |
| <b>OTHER SERVICES:</b>                           |                   |                    |                   |                    |
| Utilities  | 10,417,695        | 10,600,397         | 11,134,428        | 10,041,800         |
| Professional Services                            | 918,100           | 904,867            | 1,083,900         | 1,189,400          |
| Purchased Services                               | 5,525,111         | 5,770,948          | 6,389,600         | 6,789,400          |
| Travel   | 19,550            | 50,987             | 121,550           | 111,400            |
| Communications                                   | 931,600           | 535,229            | 549,550           | 771,900            |
| Printing   | 250,650           | 228,447            | 201,050           | 203,700            |
| Advertising & Promotion                          | 100               | 1,489              | 1,000             | 1,000              |
| Subscriptions                                    | 17,850            | 103,960            | 113,850           | 86,300             |
| Tuition, Reg., & Membership Dues                 | 248,850           | 106,412            | 136,275           | 98,600             |
| Repairs & Maintenance Services                   | 3,806,878         | 3,542,477          | 3,820,150         | 3,595,000          |
| Internal Service Fees                            | 721,473           | 1,232,020          | 958,050           | 1,234,948          |
| <b>TOTAL OTHER SERVICES</b>                      | <b>22,857,857</b> | <b>23,077,233</b>  | <b>24,509,403</b> | <b>24,123,448</b>  |
| <b>OTHER EXPENSE:</b>                            |                   |                    |                   |                    |
| Supplies and Materials                           | 4,859,000         | 5,474,650          | 5,591,820         | 6,363,040          |
| Misc. Other Expenses & Payments                  | 500               | 204                | 0                 | 300                |
| Fixed Charges                                    | 1,274,698         | 1,159,992          | 1,203,875         | 1,291,700          |
| Licenses, Permits, & Fees                        | 164,019           | 96,876             | 91,850            | 85,000             |
| Taxes  | 4,000,000         | 4,000,000          | 3,999,999         | 4,000,000          |
| Grant Contributions & Awards                     | 50,000            | 14,345             | 50,000            | 70,000             |
| <b>TOTAL OTHER EXPENSE</b>                       | <b>10,348,217</b> | <b>10,746,067</b>  | <b>10,937,544</b> | <b>11,810,040</b>  |
| <b>PENSION, ANNUITY, DEBT, &amp; OTHER COSTS</b> | <b>0</b>          | <b>(1,716,764)</b> | <b>0</b>          | <b>(3,616,000)</b> |
| <b>EQUIPMENT, BUILDINGS, &amp; LAND</b>          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>           |
| <b>SPECIAL PROJECTS</b>                          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>           |
| <b>TOTAL OPERATING EXPENSE</b>                   | <b>66,500,000</b> | <b>66,683,454</b>  | <b>67,248,900</b> | <b>66,542,840</b>  |
| <b>TRANSFERS TO OTHER FUNDS &amp; UNITS:</b>     | <b>0</b>          | <b>379,850</b>     | <b>251,100</b>    | <b>4,737,160</b>   |
| <b>TOTAL EXPENSE AND TRANSFERS</b>               | <b>66,500,000</b> | <b>67,063,304</b>  | <b>67,500,000</b> | <b>71,280,000</b>  |

# 65 Water & Sewer Services Fund-Financial

## Water and Sewer W&S Operating

| REVENUE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>PROGRAM REVENUE:</b>                          |                   |                    |                   |                   |
| <b>Charges, Commissions, &amp; Fees</b>          |                   |                    |                   |                   |
| Charges For Current Services                     | 0                 | 31,805             | 0                 | 0                 |
| Commissions and Fees                             | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Charges, Commissions, &amp; Fees</b> | <b>0</b>          | <b>31,805</b>      | <b>0</b>          | <b>0</b>          |
| <b>Other Governments &amp; Agencies</b>          |                   |                    |                   |                   |
| Federal Direct                                   | 0                 | 0                  | 0                 | 0                 |
| Federal Through State                            | 0                 | 0                  | 0                 | 0                 |
| Federal Through Other Pass-Through               | 0                 | 0                  | 0                 | 0                 |
| State Direct                                     | 0                 | 0                  | 0                 | 0                 |
| Other Government Agencies                        | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Governments &amp; Agencies</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>Other Program Revenue</b>                     |                   |                    |                   |                   |
| Contributions and Gifts                          | 0                 | 0                  | 0                 | 0                 |
| Miscellaneous Revenue                            | 0                 | 0                  | 0                 | 0                 |
| Use of Money or Property                         | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Program Revenue</b>            | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL PROGRAM REVENUE</b>                     | <b>0</b>          | <b>31,805</b>      | <b>0</b>          | <b>0</b>          |
| <b>NON-PROGRAM REVENUE:</b>                      |                   |                    |                   |                   |
| Property Taxes                                   | 0                 | 0                  | 0                 | 0                 |
| Local Option Sales Tax                           | 0                 | 0                  | 0                 | 0                 |
| Other Taxes, Licenses, & Permits                 | 0                 | 0                  | 0                 | 0                 |
| Fines, Forfeits, & Penalties                     | 0                 | 0                  | 0                 | 0                 |
| Compensation From Property                       | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL NON-PROGRAM REVENUE</b>                 | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TRANSFERS FROM OTHER FUNDS AND UNITS:</b>     | <b>0</b>          | <b>49,237,813</b>  | <b>0</b>          | <b>71,280,000</b> |
| <b>TOTAL REVENUE AND TRANSFERS</b>               | <b>0</b>          | <b>49,269,618</b>  | <b>0</b>          | <b>71,280,000</b> |

# 65 Water & Sewer Services Fund-Financial

## Water and Sewer W&S Operating Reserve

| EXPENSE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>OPERATING EXPENSE:</b>                        |                   |                    |                   |                   |
| <b>PERSONAL SERVICES:</b>                        |                   |                    |                   |                   |
| Salary Expense                                   | 0                 | 0                  | 0                 | 0                 |
| Fringe Benefits                                  | 0                 | 0                  | 0                 | 0                 |
| Per Diem & Other Fees                            | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL PERSONAL SERVICES</b>                   | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>OTHER SERVICES:</b>                           |                   |                    |                   |                   |
| Utilities  | 0                 | 0                  | 0                 | 0                 |
| Professional Services                            | 0                 | 0                  | 0                 | 0                 |
| Purchased Services                               | 0                 | 0                  | 0                 | 0                 |
| Travel   | 0                 | 0                  | 0                 | 0                 |
| Communications                                   | 0                 | 0                  | 0                 | 0                 |
| Printing   | 0                 | 0                  | 0                 | 0                 |
| Advertising & Promotion                          | 0                 | 0                  | 0                 | 0                 |
| Subscriptions                                    | 0                 | 0                  | 0                 | 0                 |
| Tuition, Reg., & Membership Dues                 | 0                 | 0                  | 0                 | 0                 |
| Repairs & Maintenance Services                   | 0                 | 0                  | 0                 | 0                 |
| Internal Service Fees                            | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL OTHER SERVICES</b>                      | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>OTHER EXPENSE:</b>                            |                   |                    |                   |                   |
| Supplies and Materials                           | 0                 | 0                  | 0                 | 0                 |
| Misc. Other Expenses & Payments                  | 0                 | 0                  | 0                 | 0                 |
| Fixed Charges                                    | 0                 | 0                  | 0                 | 0                 |
| Licenses, Permits, & Fees                        | 0                 | 0                  | 0                 | 0                 |
| Taxes  | 0                 | 0                  | 0                 | 0                 |
| Grant Contributions & Awards                     | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL OTHER EXPENSE</b>                       | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>PENSION, ANNUITY, DEBT, &amp; OTHER COSTS</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>EQUIPMENT, BUILDINGS, &amp; LAND</b>          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>SPECIAL PROJECTS</b>                          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL OPERATING EXPENSE</b>                   | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TRANSFERS TO OTHER FUNDS &amp; UNITS:</b>     | <b>(140,000)</b>  | <b>0</b>           | <b>40,000</b>     | <b>151,202</b>    |
| <b>TOTAL EXPENSE AND TRANSFERS</b>               | <b>(140,000)</b>  | <b>0</b>           | <b>40,000</b>     | <b>151,202</b>    |

# 65 Water & Sewer Services Fund-Financial

## Water and Sewer W&S Operating Reserve

| REVENUE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>PROGRAM REVENUE:</b>                          |                   |                    |                   |                   |
| <b>Charges, Commissions, &amp; Fees</b>          |                   |                    |                   |                   |
| Charges For Current Services                     | 0                 | 0                  | 0                 | 0                 |
| Commissions and Fees                             | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Charges, Commissions, &amp; Fees</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>Other Governments &amp; Agencies</b>          |                   |                    |                   |                   |
| Federal Direct                                   | 0                 | 0                  | 0                 | 0                 |
| Federal Through State                            | 0                 | 0                  | 0                 | 0                 |
| Federal Through Other Pass-Through               | 0                 | 0                  | 0                 | 0                 |
| State Direct                                     | 0                 | 0                  | 0                 | 0                 |
| Other Government Agencies                        | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Governments &amp; Agencies</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>Other Program Revenue</b>                     |                   |                    |                   |                   |
| Contributions and Gifts                          | 0                 | 0                  | 0                 | 0                 |
| Miscellaneous Revenue                            | 0                 | 0                  | 0                 | 0                 |
| Use of Money or Property                         | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Program Revenue</b>            | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL PROGRAM REVENUE</b>                     | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>NON-PROGRAM REVENUE:</b>                      |                   |                    |                   |                   |
| Property Taxes                                   | 0                 | 0                  | 0                 | 0                 |
| Local Option Sales Tax                           | 0                 | 0                  | 0                 | 0                 |
| Other Taxes, Licenses, & Permits                 | 0                 | 0                  | 0                 | 0                 |
| Fines, Forfeits, & Penalties                     | 0                 | 0                  | 0                 | 0                 |
| Compensation From Property                       | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL NON-PROGRAM REVENUE</b>                 | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TRANSFERS FROM OTHER FUNDS AND UNITS:</b>     | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>151,202</b>    |
| <b>TOTAL REVENUE AND TRANSFERS</b>               | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>151,202</b>    |

# 65 Water & Sewer Services Fund-Financial

## Water and Sewer Debt and E&R Funds Special Purpose Fund

| EXPENSE AND TRANSFERS                            | FY 2001<br>Budget  | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|--------------------|--------------------|-------------------|-------------------|
| <b>OPERATING EXPENSE:</b>                        |                    |                    |                   |                   |
| <b>PERSONAL SERVICES:</b>                        |                    |                    |                   |                   |
| Salary Expense                                   | 0                  | 0                  | 0                 | 0                 |
| Fringe Benefits                                  | 0                  | 0                  | 0                 | 0                 |
| Per Diem & Other Fees                            | 0                  | 0                  | 0                 | 0                 |
| <b>TOTAL PERSONAL SERVICES</b>                   | <b>0</b>           | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>OTHER SERVICES:</b>                           |                    |                    |                   |                   |
| Utilities  | 0                  | 0                  | 0                 | 0                 |
| Professional Services                            | 1,889,554          | 0                  | 1,889,554         | 1,889,594         |
| Purchased Services                               | 2,339              | 0                  | 2,339             | 2,339             |
| Travel   | 0                  | 0                  | 0                 | 0                 |
| Communications                                   | 0                  | 0                  | 0                 | 0                 |
| Printing   | 0                  | 0                  | 0                 | 0                 |
| Advertising & Promotion                          | 1,546              | 0                  | 1,546             | 1,546             |
| Subscriptions                                    | 0                  | 0                  | 0                 | 0                 |
| Tuition, Reg., & Membership Dues                 | 0                  | 0                  | 0                 | 0                 |
| Repairs & Maintenance Services                   | 73,568             | 0                  | 73,568            | 73,568            |
| Internal Service Fees                            | 34,847             | 0                  | 34,847            | 3,277             |
| <b>TOTAL OTHER SERVICES</b>                      | <b>2,001,854</b>   | <b>0</b>           | <b>2,001,854</b>  | <b>1,970,324</b>  |
| <b>OTHER EXPENSE:</b>                            |                    |                    |                   |                   |
| Supplies and Materials                           | 13,118             | 0                  | 13,118            | 13,118            |
| Misc. Other Expenses & Payments                  | 0                  | 0                  | 0                 | 0                 |
| Fixed Charges                                    | 0                  | 0                  | 0                 | 0                 |
| Licenses, Permits, & Fees                        | 2,956              | 0                  | 2,956             | 2,956             |
| Taxes  | 27,957             | 0                  | 27,957            | 27,957            |
| Grant Contributions & Awards                     | 13,923             | 0                  | 13,923            | 0                 |
| <b>TOTAL OTHER EXPENSE</b>                       | <b>57,954</b>      | <b>0</b>           | <b>57,954</b>     | <b>44,031</b>     |
| <b>PENSION, ANNUITY, DEBT, &amp; OTHER COSTS</b> | <b>47,596,020</b>  | <b>76,944,669</b>  | <b>47,534,920</b> | <b>52,495,500</b> |
| <b>EQUIPMENT, BUILDINGS, &amp; LAND</b>          | <b>49,633,872</b>  | <b>0</b>           | <b>48,549,472</b> | <b>43,983,345</b> |
| <b>SPECIAL PROJECTS</b>                          | <b>0</b>           | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL OPERATING EXPENSE</b>                   | <b>99,289,700</b>  | <b>76,944,669</b>  | <b>98,144,200</b> | <b>98,493,200</b> |
| <b>TRANSFERS TO OTHER FUNDS &amp; UNITS:</b>     | <b>900,300</b>     | <b>986,016</b>     | <b>900,300</b>    | <b>800,000</b>    |
| <b>TOTAL EXPENSE AND TRANSFERS</b>               | <b>100,190,000</b> | <b>77,930,685</b>  | <b>99,044,500</b> | <b>99,293,200</b> |

# 65 Water & Sewer Services Fund-Financial

## Water and Sewer Debt and E&R Funds Special Purpose Fund

|  | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>REVENUE AND TRANSFERS</b>                     |                   |                    |                   |                   |
| <b>PROGRAM REVENUE:</b>                          |                   |                    |                   |                   |
| <b>Charges, Commissions, &amp; Fees</b>          |                   |                    |                   |                   |
| Charges For Current Services                     | 0                 | 26,726             | 0                 | 0                 |
| Commissions and Fees                             | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Charges, Commissions, &amp; Fees</b> | <b>0</b>          | <b>26,726</b>      | <b>0</b>          | <b>0</b>          |
| <b>Other Governments &amp; Agencies</b>          |                   |                    |                   |                   |
| Federal Direct                                   | 0                 | 0                  | 0                 | 0                 |
| Federal Through State                            | 0                 | 0                  | 0                 | 0                 |
| Federal Through Other Pass-Through               | 0                 | 0                  | 0                 | 0                 |
| State Direct                                     | 0                 | 0                  | 0                 | 0                 |
| Other Government Agencies                        | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Governments &amp; Agencies</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>Other Program Revenue</b>                     |                   |                    |                   |                   |
| Contributions and Gifts                          | 0                 | 0                  | 0                 | 0                 |
| Miscellaneous Revenue                            | 0                 | 0                  | 0                 | 0                 |
| Use of Money or Property                         | 0                 | 19,727,747         | 0                 | 0                 |
| <b>Subtotal Other Program Revenue</b>            | <b>0</b>          | <b>19,727,747</b>  | <b>0</b>          | <b>0</b>          |
| <b>TOTAL PROGRAM REVENUE</b>                     | <b>0</b>          | <b>19,754,473</b>  | <b>0</b>          | <b>0</b>          |
| <b>NON-PROGRAM REVENUE:</b>                      |                   |                    |                   |                   |
| Property Taxes                                   | 0                 | 0                  | 0                 | 0                 |
| Local Option Sales Tax                           | 0                 | 0                  | 0                 | 0                 |
| Other Taxes, Licenses, & Permits                 | 0                 | 0                  | 0                 | 0                 |
| Fines, Forfeits, & Penalties                     | 0                 | 0                  | 0                 | 0                 |
| Compensation From Property                       | 0                 | (73,637)           | 0                 | 0                 |
| <b>TOTAL NON-PROGRAM REVENUE</b>                 | <b>0</b>          | <b>(73,637)</b>    | <b>0</b>          | <b>0</b>          |
| <b>TRANSFERS FROM OTHER FUNDS AND UNITS:</b>     | <b>0</b>          | <b>127,711,227</b> | <b>0</b>          | <b>99,293,200</b> |
| <b>TOTAL REVENUE AND TRANSFERS</b>               | <b>0</b>          | <b>147,392,063</b> | <b>0</b>          | <b>99,293,200</b> |

# 65 Water & Sewer Services Fund-Financial

## Water and Sewer Stormwater

| EXPENSE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>OPERATING EXPENSE:</b>                        |                   |                    |                   |                   |
| <b>PERSONAL SERVICES:</b>                        |                   |                    |                   |                   |
| Salary Expense                                   | 0                 | 0                  | 305,974           | 2,350,353         |
| Fringe Benefits                                  | 0                 | 0                  | 131,558           | 660,513           |
| Per Diem & Other Fees                            | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL PERSONAL SERVICES</b>                   | <b>0</b>          | <b>0</b>           | <b>437,532</b>    | <b>3,010,866</b>  |
| <b>OTHER SERVICES:</b>                           |                   |                    |                   |                   |
| Utilities  | 0                 | 0                  | 1,037             | 6,000             |
| Professional Services                            | 0                 | 0                  | 207,321           | 0                 |
| Purchased Services                               | 0                 | 0                  | 2,569             | 111,519           |
| Travel   | 0                 | 0                  | 1,375             | 5,700             |
| Communications                                   | 0                 | 0                  | 62                | 12,860            |
| Printing   | 0                 | 0                  | 750               | 5,000             |
| Advertising & Promotion                          | 0                 | 0                  | 750               | 30,000            |
| Subscriptions                                    | 0                 | 0                  | 1,000             | 4,000             |
| Tuition, Reg., & Membership Dues                 | 0                 | 0                  | 250               | 7,700             |
| Repairs & Maintenance Services                   | 0                 | 0                  | 5,750             | 3,256,000         |
| Internal Service Fees                            | 0                 | 0                  | 11,043            | 89,000            |
| <b>TOTAL OTHER SERVICES</b>                      | <b>0</b>          | <b>0</b>           | <b>231,907</b>    | <b>3,527,779</b>  |
| <b>OTHER EXPENSE:</b>                            |                   |                    |                   |                   |
| Supplies and Materials                           | 0                 | 0                  | 8,351             | 828,355           |
| Misc. Other Expenses & Payments                  | 0                 | 0                  | 0                 | 0                 |
| Fixed Charges                                    | 0                 | 0                  | 15,774            | 10,000            |
| Licenses, Permits, & Fees                        | 0                 | 0                  | 2,250             | 0                 |
| Taxes  | 0                 | 0                  | 0                 | 0                 |
| Grant Contributions & Awards                     | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL OTHER EXPENSE</b>                       | <b>0</b>          | <b>0</b>           | <b>26,375</b>     | <b>838,355</b>    |
| <b>PENSION, ANNUITY, DEBT, &amp; OTHER COSTS</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>EQUIPMENT, BUILDINGS, &amp; LAND</b>          | <b>0</b>          | <b>0</b>           | <b>5,250</b>      | <b>6,195,000</b>  |
| <b>SPECIAL PROJECTS</b>                          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL OPERATING EXPENSE</b>                   | <b>0</b>          | <b>0</b>           | <b>701,064</b>    | <b>13,572,000</b> |
| <b>TRANSFERS TO OTHER FUNDS &amp; UNITS:</b>     | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL EXPENSE AND TRANSFERS</b>               | <b>0</b>          | <b>0</b>           | <b>701,064</b>    | <b>13,572,000</b> |



# 65 Water & Sewer Services Fund-Financial

## Water and Sewer Stormwater

| REVENUE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>PROGRAM REVENUE:</b>                          |                   |                    |                   |                   |
| <b>Charges, Commissions, &amp; Fees</b>          |                   |                    |                   |                   |
| Charges For Current Services                     | 0                 | 0                  | 0                 | 0                 |
| Commissions and Fees                             | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Charges, Commissions, &amp; Fees</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>Other Governments &amp; Agencies</b>          |                   |                    |                   |                   |
| Federal Direct                                   | 0                 | 0                  | 0                 | 0                 |
| Federal Through State                            | 0                 | 0                  | 0                 | 0                 |
| Federal Through Other Pass-Through               | 0                 | 0                  | 0                 | 0                 |
| State Direct                                     | 0                 | 0                  | 0                 | 0                 |
| Other Government Agencies                        | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Governments &amp; Agencies</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>Other Program Revenue</b>                     |                   |                    |                   |                   |
| Contributions and Gifts                          | 0                 | 0                  | 0                 | 0                 |
| Miscellaneous Revenue                            | 0                 | 0                  | 0                 | 0                 |
| Use of Money or Property                         | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Program Revenue</b>            | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL PROGRAM REVENUE</b>                     | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>NON-PROGRAM REVENUE:</b>                      |                   |                    |                   |                   |
| Property Taxes                                   | 0                 | 0                  | 0                 | 0                 |
| Local Option Sales Tax                           | 0                 | 0                  | 0                 | 0                 |
| Other Taxes, Licenses, & Permits                 | 0                 | 0                  | 0                 | 0                 |
| Fines, Forfeits, & Penalties                     | 0                 | 0                  | 0                 | 0                 |
| Compensation From Property                       | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL NON-PROGRAM REVENUE</b>                 | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TRANSFERS FROM OTHER FUNDS AND UNITS:</b>     | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>13,572,000</b> |
| <b>TOTAL REVENUE AND TRANSFERS</b>               | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>13,572,000</b> |

# 65 Water & Sewer Services Fund-Financial

**Reminder:** Some classifications were deleted and new classifications (class number 10000 and above) were added to implement the 2002 Reclassification Study & Pay Plan. Many of the class changes from FY 2001 to FY 2002 were due to implementing that Study.

|  | Class | Grade | FY 2001   |          | FY 2002   |          | FY 2003   |          |
|--|-------|-------|-----------|----------|-----------|----------|-----------|----------|
|  |       |       | Bud. Pos. | Bud. FTE | Bud. Pos. | Bud. FTE | Bud. Pos. | Bud. FTE |
| 65 Water and Sewer - Operations Fund 67331 |       |       |           |          |           |          |           |          |
| Automotive Mechanic                        | 00680 | TG10  | 1         | 1.0      | 2         | 2.0      | 3         | 3.0      |
| Automotive Mechanic Leader                 | 00690 | TL11  | 1         | 1.0      | 2         | 2.0      | 1         | 1.0      |
| Automotive Shop Supervisor                 | 00700 | TS11  | 0         | 0.0      | 1         | 1.0      | 1         | 1.0      |
| Customer Service Manager                   | 00746 | GS13  | 0         | 0.0      | 1         | 1.0      | 0         | 0.0      |
| Carpenter 2                                | 00970 | TL10  | 1         | 1.0      | 1         | 1.0      | 1         | 1.0      |
| Water Services Director                    | 01670 | DP03  | 1         | 1.0      | 1         | 1.0      | 1         | 1.0      |
| Equipment Mechanic                         | 01880 | TG11  | 4         | 4.0      | 3         | 3.0      | 3         | 3.0      |
| Bldg Maintenance Mech                      | 02220 | WG07  | 1         | 1.0      | 0         | 0.0      | 0         | 0.0      |
| Custodian 2                                | 02630 | TG05  | 5         | 5.0      | 6         | 6.0      | 5         | 5.0      |
| Admin Svcs Officer 1                       | 02660 | SR06  | 0         | 0.0      | 0         | 0.0      | 1         | 1.0      |
| Maint & Repair Worker 1                    | 02799 | TG03  | 0         | 0.0      | 4         | 4.0      | 7         | 7.0      |
| Masonry Worker                             | 03020 | TG09  | 2         | 2.0      | 2         | 2.0      | 1         | 1.0      |
| Equip & Supply Clerk 3                     | 03027 | SR07  | 6         | 6.0      | 6         | 6.0      | 6         | 6.0      |
| Equip & Supply Clerk 2                     | 03440 | SR06  | 4         | 4.0      | 4         | 4.0      | 3         | 3.0      |
| Human Resources Analyst 2                  | 03455 | SR10  | 0         | 0.0      | 1         | 1.0      | 1         | 1.0      |
| Environmental Tech                         | 03580 | SR06  | 2         | 2.0      | 2         | 2.0      | 1         | 1.0      |
| Plumber                                    | 03610 | TG11  | 3         | 3.0      | 3         | 3.0      | 3         | 3.0      |
| Account Clerk 3                            | 03730 | GS05  | 2         | 2.0      | 2         | 2.0      | 0         | 0.0      |
| Environmental Lab Manager                  | 03750 | SR13  | 1         | 1.0      | 1         | 1.0      | 1         | 1.0      |
| Account Clerk 2                            | 04370 | GS04  | 0         | 0.0      | 1         | 1.0      | 0         | 0.0      |
| Chemist 2                                  | 04470 | SR10  | 6         | 6.0      | 6         | 6.0      | 6         | 6.0      |
| Meter Repairer 1                           | 05780 | TG06  | 2         | 2.0      | 2         | 2.0      | 2         | 2.0      |
| Welder                                     | 05830 | TG09  | 1         | 1.0      | 1         | 1.0      | 1         | 1.0      |
| Printing Equipment Operator 2              | 05919 | TL07  | 1         | 1.0      | 1         | 1.0      | 1         | 1.0      |
| Office Manager 1                           | 05956 | GS06  | 4         | 4.0      | 3         | 3.0      | 0         | 0.0      |
| Automotive Mechanic-Certified              | 06081 | TG11  | 4         | 4.0      | 4         | 4.0      | 3         | 3.0      |
| Accounting Associate                       | 06105 | GS06  | 5         | 5.0      | 5         | 5.0      | 0         | 0.0      |
| Safety Coordinator                         | 06133 | SR12  | 1         | 1.0      | 1         | 1.0      | 1         | 1.0      |
| Secretary 2                                | 06146 | GS06  | 6         | 6.0      | 6         | 6.0      | 0         | 0.0      |
| Industrial Electronics Technician 1        | 06176 | TG13  | 3         | 3.0      | 3         | 3.0      | 5         | 5.0      |
| Industrial Mechanic 2                      | 06178 | TL11  | 34        | 34.0     | 40        | 40.0     | 33        | 33.0     |
| Stores Manager                             | 06180 | SR10  | 1         | 1.0      | 1         | 1.0      | 1         | 1.0      |
| Industrial Mechanic 1                      | 06184 | TG11  | 16        | 16.0     | 10        | 10.0     | 9         | 9.0      |
| Treatment Plant Tech 2                     | 06186 | TG11  | 25        | 25.0     | 27        | 27.0     | 19        | 19.0     |
| Treatment Plant Operator                   | 06187 | TL09  | 11        | 11.0     | 22        | 22.0     | 24        | 24.0     |
| Treatment Plant Shift Operator             | 06188 | TS09  | 8         | 8.0      | 8         | 8.0      | 7         | 7.0      |
| Industrial Electronics Technician 2        | 06195 | TL13  | 9         | 9.0      | 8         | 8.0      | 2         | 2.0      |
| Training Coordinator                       | 06210 | SR13  | 1         | 1.0      | 1         | 1.0      | 1         | 1.0      |
| Industrial Electrician 1                   | 06224 | TG12  | 9         | 9.0      | 10        | 10.0     | 9         | 9.0      |
| Industrial Electrician 2                   | 06225 | TL12  | 7         | 7.0      | 7         | 7.0      | 6         | 6.0      |
| Treatment Plant Technician 1               | 06229 | TG08  | 33        | 33.0     | 31        | 31.0     | 21        | 21.0     |
| Customer Service Asst Mgr                  | 06233 | GS11  | 1         | 1.0      | 2         | 2.0      | 0         | 0.0      |
| Water Services Associate Director          | 06236 | GS14  | 1         | 1.0      | 1         | 1.0      | 0         | 0.0      |
| Public Prop Negotiator 3                   | 06391 | GS11  | 1         | 1.0      | 1         | 1.0      | 0         | 0.0      |
| Biologist 2                                | 06419 | SR10  | 3         | 3.0      | 3         | 3.0      | 2         | 2.0      |
| Meter Repairer 2                           | 06422 | TG09  | 5         | 5.0      | 2         | 2.0      | 2         | 2.0      |
| Human Resources Manager                    | 06531 | SR14  | 1         | 1.0      | 1         | 1.0      | 1         | 1.0      |
| Treatment Plant Supt                       | 06537 | SR14  | 3         | 3.0      | 3         | 3.0      | 3         | 3.0      |
| Stores Supervisor                          | 06539 | SR08  | 1         | 1.0      | 1         | 1.0      | 1         | 1.0      |
| Utility System Helper 1                    | 06540 | WG02  | 19        | 19.0     | 14        | 14.0     | 0         | 0.0      |
| Customer Service Supv.                     | 06598 | SR10  | 4         | 4.0      | 5         | 5.0      | 5         | 5.0      |
| Paint And Body Repairer                    | 06601 | TG11  | 2         | 2.0      | 1         | 1.0      | 2         | 2.0      |
| Engineer 3                                 | 06606 | SR14  | 4         | 4.0      | 4         | 4.0      | 5         | 5.0      |
| Tire Servicer                              | 06609 | WG05  | 1         | 1.0      | 0         | 0.0      | 0         | 0.0      |

# 65 Water & Sewer Services Fund-Financial

|  | Class | Grade | FY 2001   |          | FY 2002   |          | FY 2003   |          |
|--|-------|-------|-----------|----------|-----------|----------|-----------|----------|
|  |       |       | Bud. Pos. | Bud. FTE | Bud. Pos. | Bud. FTE | Bud. Pos. | Bud. FTE |
| 65 Water and Sewer - Operations Fund 67331 |       |       |           |          |           |          |           |          |
| Equipment Mech Leader                      | 06825 | WL11  | 1         | 1.0      | 1         | 1.0      | 0         | 0.0      |
| Equipment Operator 1                       | 06826 | TG05  | 2         | 2.0      | 3         | 3.0      | 2         | 2.0      |
| Equipment Operator 2                       | 06827 | TG07  | 6         | 6.0      | 9         | 9.0      | 13        | 13.0     |
| Customer Service Rep 2                     | 06855 | GS04  | 1         | 1.0      | 2         | 2.0      | 0         | 0.0      |
| Human Resources Analyst 3                  | 06874 | SR12  | 1         | 1.0      | 1         | 1.0      | 1         | 1.0      |
| Service Representative 1                   | 06891 | SR06  | 13        | 13.0     | 12        | 12.0     | 9         | 9.0      |
| System Services Manager                    | 06897 | GS13  | 1         | 1.0      | 0         | 0.0      | 0         | 0.0      |
| Utility Maintenance Supervisor             | 06904 | TS09  | 8         | 8.0      | 9         | 9.0      | 10        | 10.0     |
| Human Resources Assistant 2                | 06931 | SR07  | 2         | 2.0      | 2         | 2.0      | 2         | 2.0      |
| Accountant 2                               | 07237 | GS07  | 1         | 1.0      | 1         | 1.0      | 0         | 0.0      |
| Accountant 4                               | 07239 | GS11  | 2         | 2.0      | 2         | 2.0      | 0         | 0.0      |
| Administrative Assistant 1                 | 07240 | GS06  | 3         | 3.0      | 5         | 5.0      | 1         | 1.0      |
| Administrative Assistant                   | 07241 | SR09  | 12        | 12.0     | 12        | 12.0     | 12        | 12.0     |
| Admin Services Mgr                         | 07242 | SR13  | 2         | 2.0      | 3         | 3.0      | 2         | 2.0      |
| Admin Services Officer 2                   | 07243 | SR08  | 1         | 1.0      | 1         | 1.0      | 1         | 1.0      |
| Admin Services Officer 3                   | 07244 | SR10  | 6         | 6.0      | 6         | 6.0      | 5         | 5.0      |
| Admin Services Officer 4                   | 07245 | SR12  | 8         | 8.0      | 8         | 8.0      | 11        | 11.0     |
| Biologist 3                                | 07253 | SR12  | 1         | 1.0      | 1         | 1.0      | 1         | 1.0      |
| Bldg Maintenance Leader                    | 07255 | TG06  | 6         | 6.0      | 6         | 6.0      | 5         | 5.0      |
| Chemist 3                                  | 07262 | SR12  | 2         | 2.0      | 2         | 2.0      | 2         | 2.0      |
| Craft Helper                               | 07278 | WG04  | 1         | 1.0      | 3         | 3.0      | 0         | 0.0      |
| Customer Service Asst. Supv.               | 07281 | GS07  | 8         | 8.0      | 7         | 7.0      | 0         | 0.0      |
| Customer Service Rep 1                     | 07283 | GS03  | 6         | 6.0      | 10        | 10.0     | 0         | 0.0      |
| Customer Service Rep 3                     | 07284 | GS05  | 33        | 33.0     | 32        | 32.0     | 0         | 0.0      |
| Engineer 1                                 | 07294 | SR12  | 1         | 1.0      | 1         | 1.0      | 1         | 1.0      |
| Engineer 2                                 | 07295 | SR13  | 4         | 4.0      | 4         | 4.0      | 4         | 4.0      |
| Engineering Technician 1                   | 07298 | SR06  | 3         | 3.0      | 2         | 2.0      | 2         | 2.0      |
| Engineering Technician 2                   | 07299 | SR08  | 18        | 18.0     | 22        | 22.0     | 20        | 20.0     |
| Engineering Technician 3                   | 07300 | SR10  | 26        | 26.0     | 30        | 30.0     | 33        | 33.0     |
| Equipment Operator 3                       | 07303 | TG08  | 14        | 14.0     | 16        | 16.0     | 11        | 11.0     |
| Equipment Servicer                         | 07304 | TG05  | 1         | 1.0      | 2         | 2.0      | 2         | 2.0      |
| Fleet Mgr-Heavy Equipment                  | 07311 | SR13  | 1         | 1.0      | 1         | 1.0      | 1         | 1.0      |
| Industrial Maint Supervisor 1              | 07317 | TS12  | 11        | 11.0     | 12        | 12.0     | 12        | 12.0     |
| Info Systems Division Manager              | 07318 | SR14  | 1         | 1.0      | 1         | 1.0      | 1         | 1.0      |
| Maint & Repair Leader 1                    | 07325 | TL07  | 23        | 23.0     | 25        | 25.0     | 22        | 22.0     |
| Maint & Repair Leader 2                    | 07326 | TL09  | 37        | 37.0     | 41        | 41.0     | 36        | 36.0     |
| Maint & Repair Worker 2                    | 07328 | TG04  | 3         | 3.0      | 3         | 3.0      | 3         | 3.0      |
| Maint & Repair Worker 3                    | 07329 | TG06  | 28        | 28.0     | 31        | 31.0     | 26        | 26.0     |
| Occupational Health Manager                | 07338 | SR13  | 0         | 0.0      | 0         | 0.0      | 1         | 1.0      |
| Office Manager 2                           | 07339 | GS07  | 3         | 3.0      | 3         | 3.0      | 0         | 0.0      |
| Painter 1                                  | 07341 | TG08  | 3         | 3.0      | 3         | 3.0      | 3         | 3.0      |
| Painter 2                                  | 07342 | TL08  | 6         | 6.0      | 6         | 6.0      | 6         | 6.0      |
| Program Specialist 3                       | 07380 | SR10  | 1         | 1.0      | 1         | 1.0      | 1         | 1.0      |
| Public Info Rep 1                          | 07382 | GS05  | 1         | 1.0      | 1         | 1.0      | 0         | 0.0      |
| Secretary 3                                | 07398 | GS07  | 2         | 2.0      | 2         | 2.0      | 0         | 0.0      |
| Skilled Craft Worker 1                     | 07404 | TG07  | 2         | 2.0      | 1         | 1.0      | 1         | 1.0      |
| System Services Asst Mgr                   | 07406 | SR12  | 5         | 5.0      | 5         | 5.0      | 7         | 7.0      |
| Tech Services Coordinator                  | 07413 | SR11  | 10        | 10.0     | 11        | 11.0     | 11        | 11.0     |
| Treatment Plant Asst Mgr                   | 07415 | SR12  | 13        | 13.0     | 13        | 13.0     | 12        | 12.0     |
| Utility System Helper                      | 07418 | TG05  | 12        | 12.0     | 9         | 9.0      | 12        | 12.0     |
| Water Services Assistant Director          | 07420 | SR15  | 5         | 5.0      | 5         | 5.0      | 5         | 5.0      |
| Administrative Specialist                  | 07720 | SR11  | 1         | 1.0      | 0         | 0.0      | 1         | 1.0      |
| CAD/GIS Analyst 1                          | 07729 | SR09  | 5         | 5.0      | 4         | 4.0      | 5         | 5.0      |
| CAD/GIS Analyst 2                          | 07730 | SR10  | 1         | 1.0      | 3         | 3.0      | 3         | 3.0      |
| Compliance Inspector 1                     | 07731 | GS06  | 2         | 2.0      | 0         | 0.0      | 0         | 0.0      |
| Compliance Inspector 3                     | 07733 | SR10  | 1         | 1.0      | 1         | 1.0      | 1         | 1.0      |
| Customer Service Field Rep 1               | 07736 | SR05  | 10        | 7.0      | 15        | 15.0     | 18        | 18.0     |
| Customer Service Field Rep 2               | 07737 | SR06  | 6         | 6.0      | 1         | 1.0      | 2         | 2.0      |

# 65 Water & Sewer Services Fund-Financial

|  | Class | Grade | FY 2001   |          | FY 2002   |          | FY 2003   |          |
|--|-------|-------|-----------|----------|-----------|----------|-----------|----------|
|  |       |       | Bud. Pos. | Bud. FTE | Bud. Pos. | Bud. FTE | Bud. Pos. | Bud. FTE |
| 65 Water and Sewer - Operations Fund 67331 |       |       |           |          |           |          |           |          |
| Customer Service Field Rep 3               | 07738 | SR07  | 35        | 35.0     | 34        | 34.0     | 28        | 28.0     |
| Env Compliance Officer 2                   | 07742 | SR10  | 4         | 4.0      | 5         | 5.0      | 5         | 4.5      |
| Env Compliance Officer 3                   | 07743 | SR12  | 2         | 2.0      | 2         | 2.0      | 2         | 2.0      |
| Office Assistant 1                         | 07747 | GS03  | 1         | 1.0      | 0         | 0.0      | 0         | 0.0      |
| Office Assistant 2                         | 07748 | GS04  | 1         | 1.0      | 1         | 1.0      | 0         | 0.0      |
| Office Assistant 3                         | 07749 | GS05  | 4         | 4.0      | 5         | 5.0      | 0         | 0.0      |
| Technical Specialist 1                     | 07756 | SR11  | 0         | 0.0      | 0         | 0.0      | 1         | 1.0      |
| Technical Specialist 2                     | 07757 | SR12  | 1         | 1.0      | 1         | 1.0      | 1         | 1.0      |
| Special Projects Mgr                       | 07762 | SR15  | 0         | 0.0      | 0         | 0.0      | 2         | 2.0      |
| Info Systems Analyst 1                     | 07779 | SR10  | 4         | 4.0      | 3         | 3.0      | 2         | 2.0      |
| Info Systems Analyst 2                     | 07780 | SR11  | 0         | 0.0      | 3         | 3.0      | 3         | 3.0      |
| Info Systems Associate                     | 07781 | SR06  | 1         | 1.0      | 1         | 1.0      | 1         | 1.0      |
| Info Systems Manager                       | 07782 | SR13  | 3         | 3.0      | 3         | 3.0      | 3         | 3.0      |
| Info Systems Specialist                    | 07783 | SR12  | 4         | 4.0      | 3         | 3.0      | 3         | 3.0      |
| Info Systems Technician 1                  | 07784 | SR08  | 1         | 1.0      | 1         | 1.0      | 1         | 1.0      |
| Info Systems Technician 2                  | 07785 | SR09  | 1         | 1.0      | 2         | 2.0      | 2         | 2.0      |
| Industrial Tech Master                     | 07787 | TL14  | 13        | 13.0     | 13        | 13.0     | 21        | 21.0     |
| Skilled Craft Worker 2                     | 07799 | TG10  | 0         | 0.0      | 0         | 0.0      | 1         | 1.0      |
| Treatment Plant Tech 3                     | 07802 | TL11  | 12        | 12.0     | 13        | 13.0     | 15        | 15.0     |
| Part Time Worker 1                         | 09100 | RP    | 0         | 0.0      | 0         | 0.0      | 0         | 0.0      |
| Application Tech 3                         | 10103 | SR09  | 0         | 0.0      | 0         | 0.0      | 11        | 11.0     |
| Office Support Rep 1                       | 10120 | SR04  | 0         | 0.0      | 0         | 0.0      | 7         | 2.5      |
| Office Support Rep 2                       | 10121 | SR05  | 0         | 0.0      | 0         | 0.0      | 4         | 4.0      |
| Office Support Rep 3                       | 10122 | SR06  | 0         | 0.0      | 0         | 0.0      | 29        | 29.0     |
| Office Support Spec 1                      | 10123 | SR07  | 0         | 0.0      | 0         | 0.0      | 13        | 13.0     |
| Office Support Spec 2                      | 10124 | SR08  | 0         | 0.0      | 0         | 0.0      | 14        | 14.0     |
| Pub Info Coord                             | 10132 | SR12  | 0         | 0.0      | 0         | 0.0      | 0         | 0.0      |
| Finance Officer 2                          | 10151 | SR10  | 0         | 0.0      | 0         | 0.0      | 0         | 0.0      |
| Finance Officer 3                          | 10152 | SR12  | 0         | 0.0      | 0         | 0.0      | 2         | 2.0      |
| Service Rep 2                              | 10163 | SR07  | 0         | 0.0      | 0         | 0.0      | 1         | 1.0      |
| Total Positions & FTE                      |       |       | 741       | 738.0    | 781       | 781.0    | 723       | 718.0    |
| 65 Water and Sewer - Operations Fund 37100 |       |       |           |          |           |          |           |          |
| Admin Svcs Mgr                             | 07242 | SR13  | 0         | 0.0      | 0         | 0.0      | 1         | 1.0      |
| Engineer 1                                 | 07294 | SR12  | 0         | 0.0      | 0         | 0.0      | 2         | 2.0      |
| Engineer 2                                 | 07295 | SR13  | 0         | 0.0      | 0         | 0.0      | 1         | 1.0      |
| Engineer 3                                 | 06606 | SR14  | 0         | 0.0      | 0         | 0.0      | 1         | 1.0      |
| Engineer In Training                       | 07296 | SR10  | 0         | 0.0      | 0         | 0.0      | 1         | 1.0      |
| Engineering Tech 2                         | 07299 | SR08  | 0         | 0.0      | 0         | 0.0      | 1         | 1.0      |
| Engineering Tech 3                         | 07300 | SR10  | 0         | 0.0      | 0         | 0.0      | 10        | 10.0     |
| Envir Compliance Officer 2                 | 07742 | SR10  | 0         | 0.0      | 0         | 0.0      | 1         | 1.0      |
| Envir Compliance Officer 3                 | 07743 | SR12  | 0         | 0.0      | 0         | 0.0      | 1         | 1.0      |
| Equipment Operator 1                       | 06826 | TG05  | 0         | 0.0      | 0         | 0.0      | 3         | 3.0      |
| Equipment Operator 2                       | 06827 | TG07  | 0         | 0.0      | 0         | 0.0      | 3         | 3.0      |
| Equipment Operator 3                       | 07303 | TG08  | 0         | 0.0      | 0         | 0.0      | 2         | 2.0      |
| Maint & Repair Leader 1                    | 07325 | TL07  | 0         | 0.0      | 0         | 0.0      | 2         | 2.0      |
| Maint & Repair Leader 2                    | 07326 | TL09  | 0         | 0.0      | 0         | 0.0      | 2         | 2.0      |
| Maint & Repair Worker 1                    | 02799 | TG03  | 0         | 0.0      | 0         | 0.0      | 7         | 7.0      |
| Office Support Rep 2                       | 10121 | SR05  | 0         | 0.0      | 0         | 0.0      | 1         | 1.0      |
| Office Support Rep 3                       | 10122 | SR06  | 0         | 0.0      | 0         | 0.0      | 1         | 1.0      |
| Technical Svcs Coord                       | 07413 | SR11  | 0         | 0.0      | 0         | 0.0      | 2         | 2.0      |
|  |       |       | 0         | 0.0      | 0         | 0.0      | 42        | 42.0     |

This schedule does not reflect the anticipated transfer of positions and personnel from Public Works, Parks, Fire, Water Services, and Motor Pool to the Fleet Management Fund.

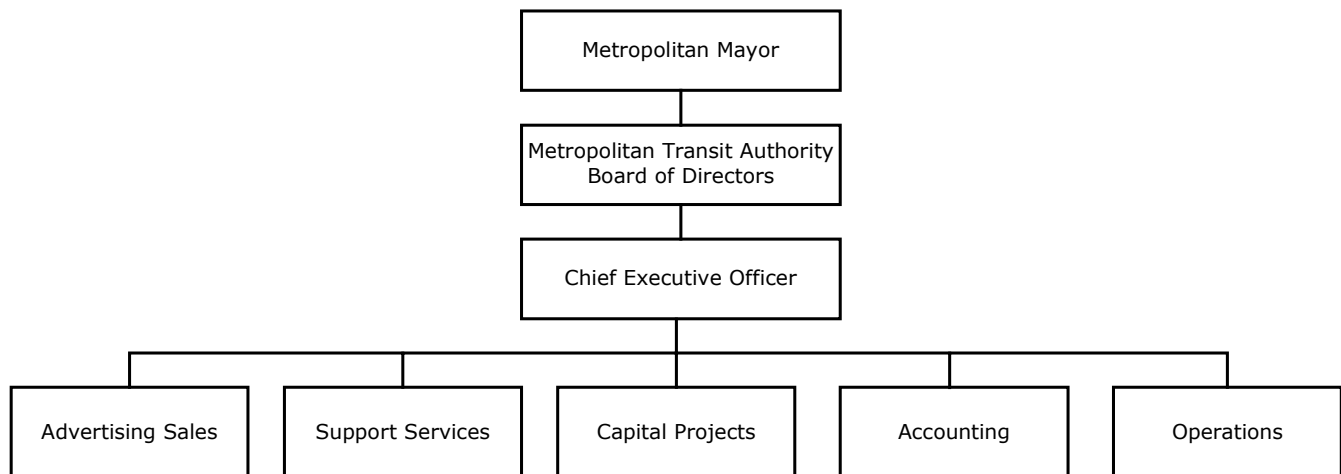
# 78 Metropolitan Transit Authority-At a Glance



| <b>Vision</b>                      | The goal of MTA is to balance customer needs with taxpayer resources in a manner fair to all. While improving the public transportation product for our customers, we will aid in designing (A) future <u>services</u> , which slow the rate of congestion in the travel corridor; (B) future <u>services</u> in neighborhoods in which car travel is becoming less practical; and (C) future neighborhoods in which travel without the car is more practical.  |                    |                    |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                    |                    |                    |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |            |            |            |                     |   |   |   |           |   |   |   |                       |            |            |            |  |  |
|------------------------------------|---|--------------------|--------------------|----------------|----------------|------------------------------------|--|--|--|------------------|-------------|-------------|-------------|-----------------------|---|---|---|---------------------------|--------------------|--------------------|--------------------|--------------------------------|--|--|--|------------------------------|-----|-----|-----|-------------------|---|---|---|-----------------------|---|---|---|------------------------------|------------|------------|------------|---------------------|---|---|---|-----------|---|---|---|-----------------------|------------|------------|------------|--|--|
| <b>Mission</b>                     | To provide safe, reliable, efficient, customer friendly public transportation and alternatives to driving alone.  |                    |                    |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                    |                    |                    |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |            |            |            |                     |   |   |   |           |   |   |   |                       |            |            |            |  |  |
| <b>Budget Summary</b>              | <table> <tr> <th></th><th><u>2000-01</u></th><th><u>2001-02</u></th><th><u>2002-03</u></th></tr> <tr> <td><b>Expenditures and Transfers:</b></td><td></td><td></td><td></td></tr> <tr> <td>GSD General Fund</td><td>\$8,084,700</td><td>\$8,677,066</td><td>\$9,727,100</td></tr> <tr> <td>Special purpose funds</td><td>0</td><td>0</td><td>0</td></tr> <tr> <td><b>Total Expenditures</b></td><td><b>\$8,084,700</b></td><td><b>\$8,677,066</b></td><td><b>\$9,727,100</b></td></tr> <tr> <td><b>Revenues and Transfers:</b></td><td></td><td></td><td></td></tr> <tr> <td>Charges, Commissions, &amp; Fees</td><td>\$0</td><td>\$0</td><td>\$0</td></tr> <tr> <td>Other Governments</td><td>0</td><td>0</td><td>0</td></tr> <tr> <td>Other Program Revenue</td><td>0</td><td>0</td><td>0</td></tr> <tr> <td><b>Total Program Revenue</b></td><td><b>\$0</b></td><td><b>\$0</b></td><td><b>\$0</b></td></tr> <tr> <td>Non-program Revenue</td><td>0</td><td>0</td><td>0</td></tr> <tr> <td>Transfers</td><td>0</td><td>0</td><td>0</td></tr> <tr> <td><b>Total Revenues</b></td><td><b>\$0</b></td><td><b>\$0</b></td><td><b>\$0</b></td></tr> </table> |                    | <u>2000-01</u>     | <u>2001-02</u> | <u>2002-03</u> | <b>Expenditures and Transfers:</b> |  |  |  | GSD General Fund | \$8,084,700 | \$8,677,066 | \$9,727,100 | Special purpose funds | 0 | 0 | 0 | <b>Total Expenditures</b> | <b>\$8,084,700</b> | <b>\$8,677,066</b> | <b>\$9,727,100</b> | <b>Revenues and Transfers:</b> |  |  |  | Charges, Commissions, & Fees | \$0 | \$0 | \$0 | Other Governments | 0 | 0 | 0 | Other Program Revenue | 0 | 0 | 0 | <b>Total Program Revenue</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | Non-program Revenue | 0 | 0 | 0 | Transfers | 0 | 0 | 0 | <b>Total Revenues</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> |  |  |
|                                    | <u>2000-01</u>  | <u>2001-02</u>     | <u>2002-03</u>     |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                    |                    |                    |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |            |            |            |                     |   |   |   |           |   |   |   |                       |            |            |            |  |  |
| <b>Expenditures and Transfers:</b> |   |                    |                    |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                    |                    |                    |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |            |            |            |                     |   |   |   |           |   |   |   |                       |            |            |            |  |  |
| GSD General Fund                   | \$8,084,700   | \$8,677,066        | \$9,727,100        |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                    |                    |                    |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |            |            |            |                     |   |   |   |           |   |   |   |                       |            |            |            |  |  |
| Special purpose funds              | 0   | 0                  | 0                  |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                    |                    |                    |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |            |            |            |                     |   |   |   |           |   |   |   |                       |            |            |            |  |  |
| <b>Total Expenditures</b>          | <b>\$8,084,700</b>  | <b>\$8,677,066</b> | <b>\$9,727,100</b> |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                    |                    |                    |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |            |            |            |                     |   |   |   |           |   |   |   |                       |            |            |            |  |  |
| <b>Revenues and Transfers:</b>     |   |                    |                    |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                    |                    |                    |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |            |            |            |                     |   |   |   |           |   |   |   |                       |            |            |            |  |  |
| Charges, Commissions, & Fees       | \$0   | \$0                | \$0                |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                    |                    |                    |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |            |            |            |                     |   |   |   |           |   |   |   |                       |            |            |            |  |  |
| Other Governments                  | 0   | 0                  | 0                  |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                    |                    |                    |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |            |            |            |                     |   |   |   |           |   |   |   |                       |            |            |            |  |  |
| Other Program Revenue              | 0   | 0                  | 0                  |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                    |                    |                    |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |            |            |            |                     |   |   |   |           |   |   |   |                       |            |            |            |  |  |
| <b>Total Program Revenue</b>       | <b>\$0</b>  | <b>\$0</b>         | <b>\$0</b>         |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                    |                    |                    |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |            |            |            |                     |   |   |   |           |   |   |   |                       |            |            |            |  |  |
| Non-program Revenue                | 0   | 0                  | 0                  |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                    |                    |                    |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |            |            |            |                     |   |   |   |           |   |   |   |                       |            |            |            |  |  |
| Transfers                          | 0   | 0                  | 0                  |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                    |                    |                    |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |            |            |            |                     |   |   |   |           |   |   |   |                       |            |            |            |  |  |
| <b>Total Revenues</b>              | <b>\$0</b>  | <b>\$0</b>         | <b>\$0</b>         |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                    |                    |                    |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |            |            |            |                     |   |   |   |           |   |   |   |                       |            |            |            |  |  |
| <b>Positions</b>                   | Total Budgeted Positions  | 1                  | 1                  |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                    |                    |                    |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |            |            |            |                     |   |   |   |           |   |   |   |                       |            |            |            |  |  |
| <b>Contacts</b>                    | Executive Director: Paul Ballard email: paul.ballard@nashvillemta.org<br>Financial Manager: Shelly MacDonald email: shellybeth@nashvillemta.org<br>130 Nestor Street 37210 Phone: 862-6262 FAX: 862-6208  |                    |                    |                |                |                                    |  |  |  |                  |             |             |             |                       |   |   |   |                           |                    |                    |                    |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |            |            |            |                     |   |   |   |           |   |   |   |                       |            |            |            |  |  |

This component unit's budget is presented here for information only, and is not subject to line-item modification by the Council.

## Organizational Structure



# 78 Metropolitan Transit Authority-At a Glance



## Budget Highlights FY 2003

|   |                    |
|---|--------------------|
| • Increase in subsidy for operational expenses                    | \$1,300,000        |
| • Non-recurring adjustment for Information Systems study in FY 02 | -250,000           |
| Total   | <u>\$1,050,000</u> |

## Overview

### METROPOLITAN TRANSIT AUTHORITY

The Metropolitan Transit Authority was officially chartered in 1973. A five member Board of Directors oversees its operation. Recently, the position of Chief Executive Officer was created to provide the strategic leadership necessary to carry the MTA into the 21<sup>st</sup> century. The current CEO, Mr. Paul J. Ballard, reports directly to the MTA Board of Directors and is responsible for managerial oversight of the entire system.

### ADVERTISING SALES

The Advertising Sales Department is responsible for the sale, placement and maintenance of paid advertising on and in the MTA bus fleet, on 650 benches throughout the Nashville area, and on illuminated passenger waiting shelters. Revenue generated last fiscal year was \$762,500. This department also negotiates trade agreements for radio, television and print advertisements for use in marketing MTA services.

### SUPPORT SERVICES

The Support Services division of the Metropolitan Transit Authority is responsible for developing, implementing and coordinating policies and programs for all aspects of employment including hiring, incentive and recognition programs, disciplinary actions, and salary administration and employee benefits. In addition, this department maintains the Risk Management program, both by purchasing and administering all insurance policies for the company, as well as providing oversight to the MTA Safety Department.

As a function of Support Services, this department oversees the activities and responsibilities of the MTA's Customer Service Center. This entails direct customer interaction through telephone inquiries and in-person contact by selling transit passes, providing schedules and other written material to the public and promoting MTA services through the school system, employers and agencies.

The administration of all of MTA's internal Information Systems is also handled through the Support Services division. Currently there are over 60 workstations being supported.

### CAPITAL PROJECTS

The management of Capital Projects includes the administration and management of all federal and state grants as well as monitoring and reporting compliance issues regarding Title VI, Equal Employment Opportunity (EEO), Disadvantaged Business Enterprise (DBE) Program, and the Americans with Disabilities Act (ADA) Compliance Program.

### ACCOUNTING

Accounting administers the financial aspects of the Metropolitan Transit Authority. This includes accounting for and the record keeping of all the internally-generated cash receipts and disbursements, payroll administration, as well as maintaining and overseeing all grant-related receipts and disbursements.

### OPERATIONS

Operations include all facets of the operation and maintenance of the MTA fleet. MTA serves an area of over 484 square miles. MTA operates 108 buses on 40 different scheduled routes as well as providing a demand response, Paratransit service has 36 vehicles, and promotes ridesharing through a vanpool program that currently facilitates 30 active vanpools. Public transportation is provided 365 days a year and in FY2001, the MTA traveled over 5,812,000 miles to serve almost 6,605,000 riders.

# 78 Metro Transit Authority-Performance



| Objectives  | Performance Measures  | FY 2001<br>Budget                 | FY 2001<br>Actuals                | FY 2002<br>Budget                  | FY 2003<br>Budget                   |
|---|---|-----------------------------------|-----------------------------------|------------------------------------|-------------------------------------|
| <b>ADVERTISING SALES</b>  |   |                                   |                                   |                                    |                                     |
| 1. Increase sales over the Board-Approved Re-estimated benchmark for FY 02.   | Measure activity against budgeted projections and monitor for variances   | \$628,000                         | \$762,646                         | \$598,000                          | \$609,960                           |
| <b>SUPPORT SERVICES</b>   |   |                                   |                                   |                                    |                                     |
| 1. Reduce medical costs by negotiating cost containment measures in the upcoming Union contract negotiations.             | Strategically and innovatively negotiating changes to the medical plan  | na                                | na                                | na                                 | 5% decrease                         |
| 2. Reduce on-hold time for telephone customers.   | Monitor peak phone times and report and adjust staffing needs on a monthly basis                                    | na                                | na                                | na                                 | 10% decrease                        |
| 3. Reduce absenteeism by reorganizing and enforcing a policy that encourages good attendance.                             | Monitor and report attendance in conjunction with two-week pay cycle  | na                                | na                                | na                                 | 5% decrease                         |
| <b>CAPITAL PROJECTS</b>   |   |                                   |                                   |                                    |                                     |
| 1. Increase the level and quality of transit services in minority neighborhoods in compliance with Title VI requirements. | Monitor rider ship by route on a monthly basis  | 10% increase                      | 8% increase                       | 15% increase                       | 20% increase                        |
| 2. Increase the overall DBE participation.  | Monitor statistics on a quarterly basis, update DBE Vendor List annually and apply race-neutral and conscious goals | 20% of all contractual agreements | 18% of all contractual agreements | 20% of all contractual agreements  | 20% of all contractual agreements   |
| <b>ACCOUNTING</b>   |   |                                   |                                   |                                    |                                     |
| 1. Improve Cash Management and Cash Flow issues.  | Consistently monitor daily cash balances and report findings regularly to appropriate staff                         | na                                | na                                | complete FY w/\$5,000 cash balance | complete FY w/\$75,000 cash balance |
| 2. Improve internal auditing procedures for better management and reporting of financial activity.                        | Establish and implement specific procedures for internal auditing tasks   | na                                | na                                | complete by 12/31/02               | complete by 12/31/02                |
| <b>OPERATIONS</b>   |   |                                   |                                   |                                    |                                     |
| 1. Increase rider ship of the MTA Fixed Route Bus Service.  | Actual passenger counts calculated through the automated farebox system   | 550,373 per month                 | 550,373 per month                 | 532,130 per month                  | *532,130 per month                  |
| 2. Operate the Fixed Route Bus Service according to the scheduled (published) arrival times.                              | "On-Time Arrival" is considered to be no more than five minutes behind the scheduled (published) time               | 95%                               | 96.45%                            | 96%                                | 97%                                 |

# 78 Metro Transit Authority-Performance



| Objectives  | Performance Measures   | FY 2001<br>Budget  | FY 2001<br>Actuals | FY 2002<br>Budget  | FY 2003<br>Budget  |
|---|--|--------------------|--------------------|--------------------|--------------------|
| 3. Decrease the number of Preventable Accidents for all modes of Revenue Service. | A "Preventable Accident" is one in which the operator of the MTA vehicle failed to do "everything possible" to prevent the accident from occurring               | 8 per month        | 8 per month        | 8 per month        | 8 per month        |
| 4. Increase the Average Number of Miles traveled between Mechanical Failures.     | A "Mechanical Failure" is defined as any event not designated as an accident that prevents a particular vehicle from proceeding on the normal course of business | 4,000<br>per month | 4,338<br>per month | 4,500<br>per month | 4,750<br>per month |
| * If service enhancements are approved this will increase.                        |  |                    |                    |                    |                    |



# 78 Metro Transit Authority-Financial



MTA Subsidy  
GSD General

| EXPENSE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>OPERATING EXPENSE:</b>                        |                   |                    |                   |                   |
| <b>PERSONAL SERVICES:</b>                        |                   |                    |                   |                   |
| Salary Expense                                   | 0                 | 0                  | 0                 | 0                 |
| Fringe Benefits                                  | 0                 | 0                  | 0                 | 0                 |
| Per Diem & Other Fees                            | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL PERSONAL SERVICES</b>                   | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>OTHER SERVICES:</b>                           |                   |                    |                   |                   |
| Utilities  | 0                 | 0                  | 0                 | 0                 |
| Professional Services                            | 0                 | 0                  | 0                 | 0                 |
| Purchased Services                               | 0                 | 0                  | 0                 | 0                 |
| Travel   | 0                 | 0                  | 0                 | 0                 |
| Communications                                   | 0                 | 0                  | 0                 | 0                 |
| Printing   | 0                 | 0                  | 0                 | 0                 |
| Advertising & Promotion                          | 0                 | 0                  | 0                 | 0                 |
| Subscriptions                                    | 0                 | 0                  | 0                 | 0                 |
| Tuition, Reg., & Membership Dues                 | 0                 | 0                  | 0                 | 0                 |
| Repairs & Maintenance Services                   | 0                 | 0                  | 0                 | 0                 |
| Internal Service Fees                            | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL OTHER SERVICES</b>                      | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>OTHER EXPENSE:</b>                            |                   |                    |                   |                   |
| Supplies and Materials                           | 0                 | 0                  | 0                 | 0                 |
| Misc. Other Expenses & Payments                  | 0                 | 0                  | 0                 | 0                 |
| Fixed Charges                                    | 0                 | 0                  | 0                 | 0                 |
| Licenses, Permits, & Fees                        | 0                 | 0                  | 0                 | 0                 |
| Taxes  | 0                 | 0                  | 0                 | 0                 |
| Grant Contributions & Awards                     | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL OTHER EXPENSE</b>                       | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>PENSION, ANNUITY, DEBT, &amp; OTHER COSTS</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>EQUIPMENT, BUILDINGS, &amp; LAND</b>          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>SPECIAL PROJECTS</b>                          | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL OPERATING EXPENSE</b>                   | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TRANSFERS TO OTHER FUNDS &amp; UNITS:</b>     | <b>8,084,700</b>  | <b>8,084,700</b>   | <b>8,677,066</b>  | <b>9,727,100</b>  |
| <b>TOTAL EXPENSE AND TRANSFERS</b>               | <b>8,084,700</b>  | <b>8,084,700</b>   | <b>8,677,066</b>  | <b>9,727,100</b>  |

# 78 Metro Transit Authority-Financial



MTA Subsidy  
GSD General

| REVENUE AND TRANSFERS                            | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| <b>PROGRAM REVENUE:</b>                          |                   |                    |                   |                   |
| <b>Charges, Commissions, &amp; Fees</b>          |                   |                    |                   |                   |
| Charges For Current Services                     | 0                 | 0                  | 0                 | 0                 |
| Commissions and Fees                             | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Charges, Commissions, &amp; Fees</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>Other Governments &amp; Agencies</b>          |                   |                    |                   |                   |
| Federal Direct                                   | 0                 | 0                  | 0                 | 0                 |
| Federal Through State                            | 0                 | 0                  | 0                 | 0                 |
| Federal Through Other Pass-Through               | 0                 | 0                  | 0                 | 0                 |
| State Direct                                     | 0                 | 0                  | 0                 | 0                 |
| Other Government Agencies                        | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Governments &amp; Agencies</b> | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>Other Program Revenue</b>                     |                   |                    |                   |                   |
| Contributions and Gifts                          | 0                 | 0                  | 0                 | 0                 |
| Miscellaneous Revenue                            | 0                 | 0                  | 0                 | 0                 |
| Use of Money or Property                         | 0                 | 0                  | 0                 | 0                 |
| <b>Subtotal Other Program Revenue</b>            | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL PROGRAM REVENUE</b>                     | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>NON-PROGRAM REVENUE:</b>                      |                   |                    |                   |                   |
| Property Taxes                                   | 0                 | 0                  | 0                 | 0                 |
| Local Option Sales Tax                           | 0                 | 0                  | 0                 | 0                 |
| Other Taxes, Licenses, & Permits                 | 0                 | 0                  | 0                 | 0                 |
| Fines, Forfeits, & Penalties                     | 0                 | 0                  | 0                 | 0                 |
| Compensation From Property                       | 0                 | 0                  | 0                 | 0                 |
| <b>TOTAL NON-PROGRAM REVENUE</b>                 | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TRANSFERS FROM OTHER FUNDS AND UNITS:</b>     | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |
| <b>TOTAL REVENUE AND TRANSFERS</b>               | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          |

# 78 Metro Transit Authority-Financial



**Reminder:** Some classifications were deleted and new classifications (class number 10000 and above) were added to implement the 2002 Reclassification Study & Pay Plan. Many of the class changes from FY 2001 to FY 2002 were due to implementing that Study.

|                                  |              | FY 2001          |                 | FY 2002          |                 | FY 2003          |                 |
|----------------------------------|--------------|------------------|-----------------|------------------|-----------------|------------------|-----------------|
| <u>Class</u>                     | <u>Grade</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> | <u>Bud. Pos.</u> | <u>Bud. FTE</u> |
| <b>78 MTA</b>                    |              |                  |                 |                  |                 |                  |                 |
| Executive Director-MTA           | 10323 NS     | 0                | 0.0             | 0                | 0.0             | 1                | 1.0             |
| <b>Total Positions &amp; FTE</b> |              | <b>0</b>         | <b>0.0</b>      | <b>0</b>         | <b>0.0</b>      | <b>1</b>         | <b>1.0</b>      |

# 30005 Central Business Improvement Dist-At a Glance

| <b>Vision</b>                      | The successful revitalization of downtown Nashville thereby furthering the health, safety, morals and general economic welfare of Metropolitan Nashville and Davidson County.  |                   |                   |      |      |                                    |  |  |  |                  |      |      |      |                       |         |         |         |                           |                   |                   |                   |                                |  |  |  |                              |      |      |      |                   |   |   |   |                       |   |   |   |                              |             |             |             |                     |         |         |         |           |   |   |   |                       |                   |                   |                   |  |  |
|------------------------------------|--|-------------------|-------------------|------|------|------------------------------------|--|--|--|------------------|------|------|------|-----------------------|---------|---------|---------|---------------------------|-------------------|-------------------|-------------------|--------------------------------|--|--|--|------------------------------|------|------|------|-------------------|---|---|---|-----------------------|---|---|---|------------------------------|-------------|-------------|-------------|---------------------|---------|---------|---------|-----------|---|---|---|-----------------------|-------------------|-------------------|-------------------|--|--|
| <b>Mission</b>                     | To undertake and provide an enhanced level of programs and services not provided by the metropolitan government which will help maintain downtown Nashville as a clean, safe and vibrant place to work, live, shop and play.   |                   |                   |      |      |                                    |  |  |  |                  |      |      |      |                       |         |         |         |                           |                   |                   |                   |                                |  |  |  |                              |      |      |      |                   |   |   |   |                       |   |   |   |                              |             |             |             |                     |         |         |         |           |   |   |   |                       |                   |                   |                   |  |  |
| <b>Budget Summary</b>              | <table> <tr> <th></th><th>2001</th><th>2002</th><th>2003</th></tr> <tr> <td><b>Expenditures and Transfers:</b></td><td></td><td></td><td></td></tr> <tr> <td>GSD General Fund</td><td>\$ 0</td><td>\$ 0</td><td>\$ 0</td></tr> <tr> <td>Special purpose funds</td><td>583,000</td><td>653,548</td><td>686,225</td></tr> <tr> <td><b>Total Expenditures</b></td><td><b>\$ 583,000</b></td><td><b>\$ 653,548</b></td><td><b>\$ 686,225</b></td></tr> <tr> <td><b>Revenues and Transfers:</b></td><td></td><td></td><td></td></tr> <tr> <td>Charges, Commissions, &amp; Fees</td><td>\$ 0</td><td>\$ 0</td><td>\$ 0</td></tr> <tr> <td>Other Governments</td><td>0</td><td>0</td><td>0</td></tr> <tr> <td>Other Program Revenue</td><td>0</td><td>0</td><td>0</td></tr> <tr> <td><b>Total Program Revenue</b></td><td><b>\$ 0</b></td><td><b>\$ 0</b></td><td><b>\$ 0</b></td></tr> <tr> <td>Non-program Revenue</td><td>583,000</td><td>653,548</td><td>686,225</td></tr> <tr> <td>Transfers</td><td>0</td><td>0</td><td>0</td></tr> <tr> <td><b>Total Revenues</b></td><td><b>\$ 583,000</b></td><td><b>\$ 653,548</b></td><td><b>\$ 686,225</b></td></tr> </table> |                   | 2001              | 2002 | 2003 | <b>Expenditures and Transfers:</b> |  |  |  | GSD General Fund | \$ 0 | \$ 0 | \$ 0 | Special purpose funds | 583,000 | 653,548 | 686,225 | <b>Total Expenditures</b> | <b>\$ 583,000</b> | <b>\$ 653,548</b> | <b>\$ 686,225</b> | <b>Revenues and Transfers:</b> |  |  |  | Charges, Commissions, & Fees | \$ 0 | \$ 0 | \$ 0 | Other Governments | 0 | 0 | 0 | Other Program Revenue | 0 | 0 | 0 | <b>Total Program Revenue</b> | <b>\$ 0</b> | <b>\$ 0</b> | <b>\$ 0</b> | Non-program Revenue | 583,000 | 653,548 | 686,225 | Transfers | 0 | 0 | 0 | <b>Total Revenues</b> | <b>\$ 583,000</b> | <b>\$ 653,548</b> | <b>\$ 686,225</b> |  |  |
|                                    | 2001   | 2002              | 2003              |      |      |                                    |  |  |  |                  |      |      |      |                       |         |         |         |                           |                   |                   |                   |                                |  |  |  |                              |      |      |      |                   |   |   |   |                       |   |   |   |                              |             |             |             |                     |         |         |         |           |   |   |   |                       |                   |                   |                   |  |  |
| <b>Expenditures and Transfers:</b> |  |                   |                   |      |      |                                    |  |  |  |                  |      |      |      |                       |         |         |         |                           |                   |                   |                   |                                |  |  |  |                              |      |      |      |                   |   |   |   |                       |   |   |   |                              |             |             |             |                     |         |         |         |           |   |   |   |                       |                   |                   |                   |  |  |
| GSD General Fund                   | \$ 0   | \$ 0              | \$ 0              |      |      |                                    |  |  |  |                  |      |      |      |                       |         |         |         |                           |                   |                   |                   |                                |  |  |  |                              |      |      |      |                   |   |   |   |                       |   |   |   |                              |             |             |             |                     |         |         |         |           |   |   |   |                       |                   |                   |                   |  |  |
| Special purpose funds              | 583,000  | 653,548           | 686,225           |      |      |                                    |  |  |  |                  |      |      |      |                       |         |         |         |                           |                   |                   |                   |                                |  |  |  |                              |      |      |      |                   |   |   |   |                       |   |   |   |                              |             |             |             |                     |         |         |         |           |   |   |   |                       |                   |                   |                   |  |  |
| <b>Total Expenditures</b>          | <b>\$ 583,000</b>  | <b>\$ 653,548</b> | <b>\$ 686,225</b> |      |      |                                    |  |  |  |                  |      |      |      |                       |         |         |         |                           |                   |                   |                   |                                |  |  |  |                              |      |      |      |                   |   |   |   |                       |   |   |   |                              |             |             |             |                     |         |         |         |           |   |   |   |                       |                   |                   |                   |  |  |
| <b>Revenues and Transfers:</b>     |  |                   |                   |      |      |                                    |  |  |  |                  |      |      |      |                       |         |         |         |                           |                   |                   |                   |                                |  |  |  |                              |      |      |      |                   |   |   |   |                       |   |   |   |                              |             |             |             |                     |         |         |         |           |   |   |   |                       |                   |                   |                   |  |  |
| Charges, Commissions, & Fees       | \$ 0   | \$ 0              | \$ 0              |      |      |                                    |  |  |  |                  |      |      |      |                       |         |         |         |                           |                   |                   |                   |                                |  |  |  |                              |      |      |      |                   |   |   |   |                       |   |   |   |                              |             |             |             |                     |         |         |         |           |   |   |   |                       |                   |                   |                   |  |  |
| Other Governments                  | 0  | 0                 | 0                 |      |      |                                    |  |  |  |                  |      |      |      |                       |         |         |         |                           |                   |                   |                   |                                |  |  |  |                              |      |      |      |                   |   |   |   |                       |   |   |   |                              |             |             |             |                     |         |         |         |           |   |   |   |                       |                   |                   |                   |  |  |
| Other Program Revenue              | 0  | 0                 | 0                 |      |      |                                    |  |  |  |                  |      |      |      |                       |         |         |         |                           |                   |                   |                   |                                |  |  |  |                              |      |      |      |                   |   |   |   |                       |   |   |   |                              |             |             |             |                     |         |         |         |           |   |   |   |                       |                   |                   |                   |  |  |
| <b>Total Program Revenue</b>       | <b>\$ 0</b>  | <b>\$ 0</b>       | <b>\$ 0</b>       |      |      |                                    |  |  |  |                  |      |      |      |                       |         |         |         |                           |                   |                   |                   |                                |  |  |  |                              |      |      |      |                   |   |   |   |                       |   |   |   |                              |             |             |             |                     |         |         |         |           |   |   |   |                       |                   |                   |                   |  |  |
| Non-program Revenue                | 583,000  | 653,548           | 686,225           |      |      |                                    |  |  |  |                  |      |      |      |                       |         |         |         |                           |                   |                   |                   |                                |  |  |  |                              |      |      |      |                   |   |   |   |                       |   |   |   |                              |             |             |             |                     |         |         |         |           |   |   |   |                       |                   |                   |                   |  |  |
| Transfers                          | 0  | 0                 | 0                 |      |      |                                    |  |  |  |                  |      |      |      |                       |         |         |         |                           |                   |                   |                   |                                |  |  |  |                              |      |      |      |                   |   |   |   |                       |   |   |   |                              |             |             |             |                     |         |         |         |           |   |   |   |                       |                   |                   |                   |  |  |
| <b>Total Revenues</b>              | <b>\$ 583,000</b>  | <b>\$ 653,548</b> | <b>\$ 686,225</b> |      |      |                                    |  |  |  |                  |      |      |      |                       |         |         |         |                           |                   |                   |                   |                                |  |  |  |                              |      |      |      |                   |   |   |   |                       |   |   |   |                              |             |             |             |                     |         |         |         |           |   |   |   |                       |                   |                   |                   |  |  |
| <b>Positions</b>                   | Total Budgeted Positions   | 0                 | 0                 |      |      |                                    |  |  |  |                  |      |      |      |                       |         |         |         |                           |                   |                   |                   |                                |  |  |  |                              |      |      |      |                   |   |   |   |                       |   |   |   |                              |             |             |             |                     |         |         |         |           |   |   |   |                       |                   |                   |                   |  |  |
| <b>Contacts</b>                    | Interim Executive Director: Steve Gibson      email: mainstgrp@aol.com<br><br>Nashville Downtown Partnership    211 Commerce St., Ste 100 37201    Phone: 743-3092    FAX: 256-0393  |                   |                   |      |      |                                    |  |  |  |                  |      |      |      |                       |         |         |         |                           |                   |                   |                   |                                |  |  |  |                              |      |      |      |                   |   |   |   |                       |   |   |   |                              |             |             |             |                     |         |         |         |           |   |   |   |                       |                   |                   |                   |  |  |

This component unit's budget is presented here for information only, and is not subject to line-item modification by the Council.

## Overview

The Central Business Improvement District (CBID) was established by Metro ordinance under the authority of State law to protect and restore the central business district to promote the public health, safety, and welfare of Nashville. (See Ordinance O98-1037, Metro Code 2.174.010 *et seq.* and TCA §7-84-101 *et seq.*)

The CBID is a district management corporation chartered pursuant to the provisions of the Nonprofit Corporation Act of Tennessee for the purpose of administering the special assessment revenues and the activities within and for the district, the making of improvements within and for the district, and the provision of services and projects within and for the district.

The CBID has the power to acquire, construct or to maintain parking facilities, public improvements, and child care facilities; and to provide services for the improvement and operation of the district, including

promotion, advertising, health & sanitation, public safety, elimination of problems related to traffic and parking, security services, recreation, cultural enhancements, aesthetic improvements, furnishing music in public places, design assistance, and activities in support of business or residential recruitment, retention, and management development.

These services are provided to and in support of the metropolitan government, paid from revenues from the special assessment. These levels of service are in addition to, and not instead of, the level of services provided by Metro within the Urban Services District (USD) generally.

The CBID Board of Directors is elected by and from district property and business owners who pay the assessment. The Board contracts with the Nashville

# 30005 Central Business Improvement Dist-At a Glance

Downtown Partnership to administer the CBID's operations.

The boundaries of the CBID are set by law. The district includes all properties shown within the shaded area in the map. Those properties are assessed a levy based on real property values, initially set at \$0.15 per \$100 of assessed value. Those funds are used to provide additional services within the CBID.

The original legislation ended the CBID on January 1, 2003. Ordinance BL2002-1064, if approved, will extend the term to December 31, 2007.

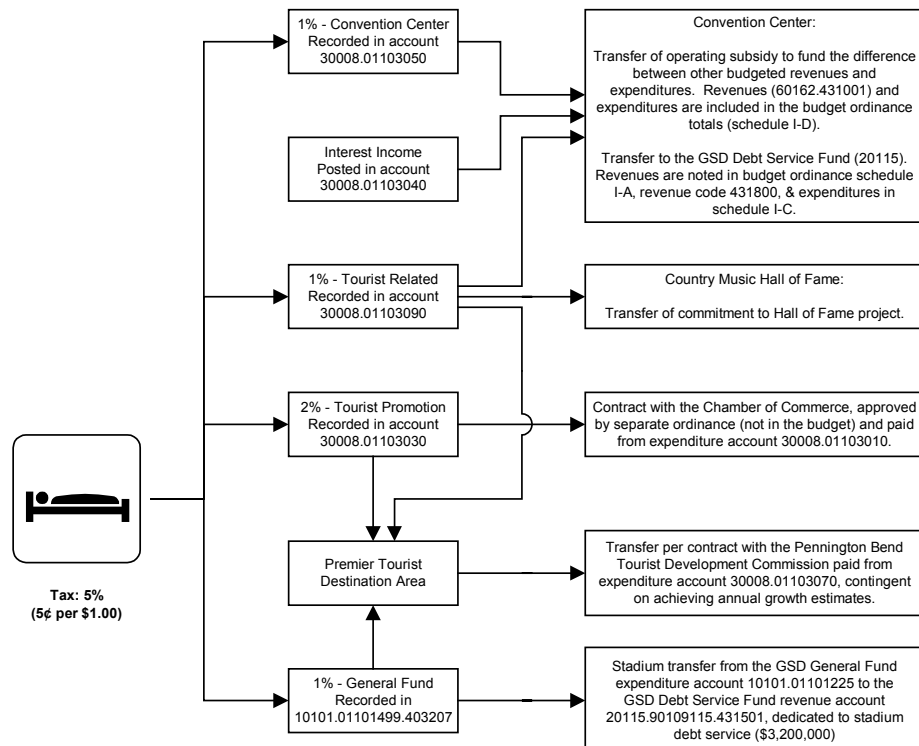
The CBID budget is approved annually in a separate process. Ordinance 098-1270 provided that annual budgets submitted by the CBID may be approved by Resolution by 21 affirmative votes of the Council. The most recent budget was approved by RS2001-880 on December 19, 2001.



# 30008 Hotel Occupancy Tax Fund-At a Glance

|                |  |   |   |   |
|----------------|--|---|---|---|
| Mission        | Fund 30008 accounts for the receipt and distribution of 4/5 of the 5% Hotel Occupancy Privilege Tax (HOPT) used for tourist promotion, tourist-related activities, and the Convention Center debt service and operating subsidy. This fund does not account for the remaining 1/5 of the tax that is deposited directly into the GSD General Fund in revenue code 10101.01101499.403207. |   |   |   |
| Budget Summary | <div>Expenditures and Transfers:</div> <div>Hotel Occupancy Tax Fund</div> <div>Total Expenditures</div> <div>Revenues and Transfers:</div> <div>Charges, Commissions, &amp; Fees</div> <div>Other Governments</div> <div>Other Program Revenue</div> <div>Total Program Revenue</div> <div>Non-program Revenue</div> <div>Transfers</div> <div>Total Revenues</div>                     | <div>2000-01</div> <div>\$7,927,941</div> <div>\$7,927,941</div> <div>\$0</div> <div>0</div> <div>0</div> <div>\$0</div> <div>7,927,941</div> <div>0</div> <div>\$7,927,941</div> | <div>2001-02</div> <div>\$8,236,133</div> <div>\$8,236,133</div> <div>\$0</div> <div>0</div> <div>0</div> <div>\$0</div> <div>8,236,133</div> <div>0</div> <div>\$8,236,133</div> | <div>2002-03</div> <div>\$8,340,400</div> <div>\$8,340,400</div> <div>\$0</div> <div>0</div> <div>0</div> <div>\$0</div> <div>8,340,400</div> <div>0</div> <div>\$8,340,400</div> |
| Positions      | Total Budgeted Positions   | 0   | 0   | 0   |
| Contacts       | Director of Finance: David Manning<br>Financial Manager: Bob Lackey<br>email: david.manning@nashville.gov<br>email: bob.lackey@nashville.gov   |   |   |   |

## Organization Chart (Flow of Funds)



# 30003 General Fund Four Percent Reserve-At a Glance

| <b>Mission</b>                     | To provide for the purchase of equipment and/or building repairs for departments that receive their operating funds from the general fund budget.   |                     |                     |         |         |                                    |  |  |  |                                |              |              |              |                           |                     |                     |                     |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |            |            |            |                     |   |   |   |           |            |            |            |                       |                     |                     |                     |  |  |
|------------------------------------|---|---------------------|---------------------|---------|---------|------------------------------------|--|--|--|--------------------------------|--------------|--------------|--------------|---------------------------|---------------------|---------------------|---------------------|--------------------------------|--|--|--|------------------------------|-----|-----|-----|-------------------|---|---|---|-----------------------|---|---|---|------------------------------|------------|------------|------------|---------------------|---|---|---|-----------|------------|------------|------------|-----------------------|---------------------|---------------------|---------------------|--|--|
| <b>Budget Summary</b>              | <table> <tr> <th></th><th>2000-01</th><th>2001-02</th><th>2002-03</th></tr> <tr> <td><b>Expenditures and Transfers:</b></td><td></td><td></td><td></td></tr> <tr> <td>General Fund (4%) Reserve Fund</td><td>\$14,820,846</td><td>\$17,499,013</td><td>\$18,043,680</td></tr> <tr> <td><b>Total Expenditures</b></td><td><b>\$14,820,846</b></td><td><b>\$17,499,013</b></td><td><b>\$18,043,680</b></td></tr> <tr> <td><b>Revenues and Transfers:</b></td><td></td><td></td><td></td></tr> <tr> <td>Charges, Commissions, &amp; Fees</td><td>\$0</td><td>\$0</td><td>\$0</td></tr> <tr> <td>Other Governments</td><td>0</td><td>0</td><td>0</td></tr> <tr> <td>Other Program Revenue</td><td>0</td><td>0</td><td>0</td></tr> <tr> <td><b>Total Program Revenue</b></td><td><b>\$0</b></td><td><b>\$0</b></td><td><b>\$0</b></td></tr> <tr> <td>Non-program Revenue</td><td>0</td><td>0</td><td>0</td></tr> <tr> <td>Transfers</td><td>14,820,846</td><td>17,499,013</td><td>18,043,680</td></tr> <tr> <td><b>Total Revenues</b></td><td><b>\$14,820,846</b></td><td><b>\$17,499,013</b></td><td><b>\$18,043,680</b></td></tr> </table> |                     | 2000-01             | 2001-02 | 2002-03 | <b>Expenditures and Transfers:</b> |  |  |  | General Fund (4%) Reserve Fund | \$14,820,846 | \$17,499,013 | \$18,043,680 | <b>Total Expenditures</b> | <b>\$14,820,846</b> | <b>\$17,499,013</b> | <b>\$18,043,680</b> | <b>Revenues and Transfers:</b> |  |  |  | Charges, Commissions, & Fees | \$0 | \$0 | \$0 | Other Governments | 0 | 0 | 0 | Other Program Revenue | 0 | 0 | 0 | <b>Total Program Revenue</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | Non-program Revenue | 0 | 0 | 0 | Transfers | 14,820,846 | 17,499,013 | 18,043,680 | <b>Total Revenues</b> | <b>\$14,820,846</b> | <b>\$17,499,013</b> | <b>\$18,043,680</b> |  |  |
|                                    | 2000-01   | 2001-02             | 2002-03             |         |         |                                    |  |  |  |                                |              |              |              |                           |                     |                     |                     |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |            |            |            |                     |   |   |   |           |            |            |            |                       |                     |                     |                     |  |  |
| <b>Expenditures and Transfers:</b> |   |                     |                     |         |         |                                    |  |  |  |                                |              |              |              |                           |                     |                     |                     |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |            |            |            |                     |   |   |   |           |            |            |            |                       |                     |                     |                     |  |  |
| General Fund (4%) Reserve Fund     | \$14,820,846  | \$17,499,013        | \$18,043,680        |         |         |                                    |  |  |  |                                |              |              |              |                           |                     |                     |                     |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |            |            |            |                     |   |   |   |           |            |            |            |                       |                     |                     |                     |  |  |
| <b>Total Expenditures</b>          | <b>\$14,820,846</b>   | <b>\$17,499,013</b> | <b>\$18,043,680</b> |         |         |                                    |  |  |  |                                |              |              |              |                           |                     |                     |                     |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |            |            |            |                     |   |   |   |           |            |            |            |                       |                     |                     |                     |  |  |
| <b>Revenues and Transfers:</b>     |   |                     |                     |         |         |                                    |  |  |  |                                |              |              |              |                           |                     |                     |                     |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |            |            |            |                     |   |   |   |           |            |            |            |                       |                     |                     |                     |  |  |
| Charges, Commissions, & Fees       | \$0   | \$0                 | \$0                 |         |         |                                    |  |  |  |                                |              |              |              |                           |                     |                     |                     |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |            |            |            |                     |   |   |   |           |            |            |            |                       |                     |                     |                     |  |  |
| Other Governments                  | 0   | 0                   | 0                   |         |         |                                    |  |  |  |                                |              |              |              |                           |                     |                     |                     |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |            |            |            |                     |   |   |   |           |            |            |            |                       |                     |                     |                     |  |  |
| Other Program Revenue              | 0   | 0                   | 0                   |         |         |                                    |  |  |  |                                |              |              |              |                           |                     |                     |                     |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |            |            |            |                     |   |   |   |           |            |            |            |                       |                     |                     |                     |  |  |
| <b>Total Program Revenue</b>       | <b>\$0</b>  | <b>\$0</b>          | <b>\$0</b>          |         |         |                                    |  |  |  |                                |              |              |              |                           |                     |                     |                     |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |            |            |            |                     |   |   |   |           |            |            |            |                       |                     |                     |                     |  |  |
| Non-program Revenue                | 0   | 0                   | 0                   |         |         |                                    |  |  |  |                                |              |              |              |                           |                     |                     |                     |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |            |            |            |                     |   |   |   |           |            |            |            |                       |                     |                     |                     |  |  |
| Transfers                          | 14,820,846  | 17,499,013          | 18,043,680          |         |         |                                    |  |  |  |                                |              |              |              |                           |                     |                     |                     |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |            |            |            |                     |   |   |   |           |            |            |            |                       |                     |                     |                     |  |  |
| <b>Total Revenues</b>              | <b>\$14,820,846</b>   | <b>\$17,499,013</b> | <b>\$18,043,680</b> |         |         |                                    |  |  |  |                                |              |              |              |                           |                     |                     |                     |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |            |            |            |                     |   |   |   |           |            |            |            |                       |                     |                     |                     |  |  |
| <b>Positions</b>                   | Total Budgeted Positions  | 0                   | 0                   |         |         |                                    |  |  |  |                                |              |              |              |                           |                     |                     |                     |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |            |            |            |                     |   |   |   |           |            |            |            |                       |                     |                     |                     |  |  |
| <b>Contacts</b>                    | OMB Finance Manager: Talia Lomax-O'dneal<br>Capital Investments Coordinator: Greg McClarin<br>222 Third Avenue North, Suite 550 38201<br>e-mail: talia.lomaxodneal@nashville.gov<br>e-mail: greg.mcclarin@nashville.gov<br>Phone: 862-6120 FAX: 880-2800  |                     |                     |         |         |                                    |  |  |  |                                |              |              |              |                           |                     |                     |                     |                                |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                              |            |            |            |                     |   |   |   |           |            |            |            |                       |                     |                     |                     |  |  |

## Overview

The fund is used to finance small-to-medium size capital expenditures for GSD General Fund departments. Four percent (4%) of all original monies collected by the GSD General Fund (Fund 10101) during any year is placed in this reserve fund and is kept separate and apart from other funds of the government. This separate fund can be used only for the purchase of equipment for any department of Metro and for repairs to any building owned by any department of the Metropolitan Government. Larger capital expenditures are financed using notes or bonds in the manner discussed in the "Debt Service Funds" section.

The 4% Fund expenditure plan for FY 2003 will be included in the FY 2003 Capital Plan to be developed early in the fiscal year.

**Revenues:** Four percent (4%) of all original monies collected by the GSD General Fund (fund 10101) are transferred to this fund. Administratively, 4% is deducted from all GSD General Fund gross receipts except for revenues from other governments and certain other internal sources and transfer accounts.

The transfer of monies from the General Fund to the 4% Reserve Fund is in the budget as an expenditure account in the administrative section of the GSD General Fund.

**Expenditures:** This separate fund can be used only for GSD General Fund departments' expenditures for the purchase of equipment and for repairs to buildings.

**Minimum Balance:** Administrative policy is to maintain a \$500,000 balance in the fund at all times. The Council approved a policy of maintaining an additional \$500,000 balance in the fund, for a total balance of at least \$1 million.

**USD Charter Provision:** The Charter also allows the Council to establish by ordinance the same type of fund for the Urban Services District. This has not occurred.

**Historical Information:** The Charter originally required a five percent (5%) deduction from revenues. This was amended at an election held August 4, 1983 to four percent (4%).

**Publication note:** Although this is not a debt service fund, it is included in this section of the book because it is used for the purchase of capital equipment.

## 25104, 20115, 28315 Debt Service Funds-At a Glance

|                              |  |               |               |  |  |         |         |         |                             |  |  |  |                  |     |     |     |                    |               |               |               |                    |               |               |               |                         |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                       |     |     |     |                     |             |             |             |           |   |   |   |                |               |               |               |
|------------------------------|--|---------------|---------------|--|--|---------|---------|---------|-----------------------------|--|--|--|------------------|-----|-----|-----|--------------------|---------------|---------------|---------------|--------------------|---------------|---------------|---------------|-------------------------|--|--|--|------------------------------|-----|-----|-----|-------------------|---|---|---|-----------------------|---|---|---|-----------------------|-----|-----|-----|---------------------|-------------|-------------|-------------|-----------|---|---|---|----------------|---------------|---------------|---------------|
| Mission                      | To accumulate funds to repay principal (money borrowed) and interest due on general obligation bonds and notes issued by the government to finance capital projects (land, buildings. Equipment, etc.) with lives greater than one year. Three funds are used to account for this debt:<br>25104 Schools Debt Service Fund<br>20115 GSD Debt Service Fund<br>28315 USD Debt Service Fund   |               |               |  |  |         |         |         |                             |  |  |  |                  |     |     |     |                    |               |               |               |                    |               |               |               |                         |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                       |     |     |     |                     |             |             |             |           |   |   |   |                |               |               |               |
| Budget Summary               | <table><tr><td></td><td>2000-01</td><td>2001-02</td><td>2002-03</td></tr><tr><td>Expenditures and Transfers:</td><td></td><td></td><td></td></tr><tr><td>GSD General Fund</td><td>\$0</td><td>\$0</td><td>\$0</td></tr><tr><td>Debt Service Funds</td><td>\$139,748,472</td><td>\$152,622,454</td><td>\$162,707,219</td></tr><tr><td>Total Expenditures</td><td>\$139,748,472</td><td>\$152,622,454</td><td>\$162,707,219</td></tr><tr><td>Revenues and Transfers:</td><td></td><td></td><td></td></tr><tr><td>Charges, Commissions, &amp; Fees</td><td>\$0</td><td>\$0</td><td>\$0</td></tr><tr><td>Other Governments</td><td>0</td><td>0</td><td>0</td></tr><tr><td>Other Program Revenue</td><td>0</td><td>0</td><td>0</td></tr><tr><td>Total Program Revenue</td><td>\$0</td><td>\$0</td><td>\$0</td></tr><tr><td>Non-program Revenue</td><td>127,652,140</td><td>124,882,808</td><td>136,209,271</td></tr><tr><td>Transfers</td><td>0</td><td>0</td><td>0</td></tr><tr><td>Total Revenues</td><td>\$127,652,140</td><td>\$124,882,808</td><td>\$136,209,271</td></tr></table> |               |               |  |  | 2000-01 | 2001-02 | 2002-03 | Expenditures and Transfers: |  |  |  | GSD General Fund | \$0 | \$0 | \$0 | Debt Service Funds | \$139,748,472 | \$152,622,454 | \$162,707,219 | Total Expenditures | \$139,748,472 | \$152,622,454 | \$162,707,219 | Revenues and Transfers: |  |  |  | Charges, Commissions, & Fees | \$0 | \$0 | \$0 | Other Governments | 0 | 0 | 0 | Other Program Revenue | 0 | 0 | 0 | Total Program Revenue | \$0 | \$0 | \$0 | Non-program Revenue | 127,652,140 | 124,882,808 | 136,209,271 | Transfers | 0 | 0 | 0 | Total Revenues | \$127,652,140 | \$124,882,808 | \$136,209,271 |
|                              | 2000-01  | 2001-02       | 2002-03       |  |  |         |         |         |                             |  |  |  |                  |     |     |     |                    |               |               |               |                    |               |               |               |                         |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                       |     |     |     |                     |             |             |             |           |   |   |   |                |               |               |               |
| Expenditures and Transfers:  |  |               |               |  |  |         |         |         |                             |  |  |  |                  |     |     |     |                    |               |               |               |                    |               |               |               |                         |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                       |     |     |     |                     |             |             |             |           |   |   |   |                |               |               |               |
| GSD General Fund             | \$0  | \$0           | \$0           |  |  |         |         |         |                             |  |  |  |                  |     |     |     |                    |               |               |               |                    |               |               |               |                         |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                       |     |     |     |                     |             |             |             |           |   |   |   |                |               |               |               |
| Debt Service Funds           | \$139,748,472  | \$152,622,454 | \$162,707,219 |  |  |         |         |         |                             |  |  |  |                  |     |     |     |                    |               |               |               |                    |               |               |               |                         |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                       |     |     |     |                     |             |             |             |           |   |   |   |                |               |               |               |
| Total Expenditures           | \$139,748,472  | \$152,622,454 | \$162,707,219 |  |  |         |         |         |                             |  |  |  |                  |     |     |     |                    |               |               |               |                    |               |               |               |                         |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                       |     |     |     |                     |             |             |             |           |   |   |   |                |               |               |               |
| Revenues and Transfers:      |  |               |               |  |  |         |         |         |                             |  |  |  |                  |     |     |     |                    |               |               |               |                    |               |               |               |                         |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                       |     |     |     |                     |             |             |             |           |   |   |   |                |               |               |               |
| Charges, Commissions, & Fees | \$0  | \$0           | \$0           |  |  |         |         |         |                             |  |  |  |                  |     |     |     |                    |               |               |               |                    |               |               |               |                         |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                       |     |     |     |                     |             |             |             |           |   |   |   |                |               |               |               |
| Other Governments            | 0  | 0             | 0             |  |  |         |         |         |                             |  |  |  |                  |     |     |     |                    |               |               |               |                    |               |               |               |                         |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                       |     |     |     |                     |             |             |             |           |   |   |   |                |               |               |               |
| Other Program Revenue        | 0  | 0             | 0             |  |  |         |         |         |                             |  |  |  |                  |     |     |     |                    |               |               |               |                    |               |               |               |                         |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                       |     |     |     |                     |             |             |             |           |   |   |   |                |               |               |               |
| Total Program Revenue        | \$0  | \$0           | \$0           |  |  |         |         |         |                             |  |  |  |                  |     |     |     |                    |               |               |               |                    |               |               |               |                         |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                       |     |     |     |                     |             |             |             |           |   |   |   |                |               |               |               |
| Non-program Revenue          | 127,652,140  | 124,882,808   | 136,209,271   |  |  |         |         |         |                             |  |  |  |                  |     |     |     |                    |               |               |               |                    |               |               |               |                         |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                       |     |     |     |                     |             |             |             |           |   |   |   |                |               |               |               |
| Transfers                    | 0  | 0             | 0             |  |  |         |         |         |                             |  |  |  |                  |     |     |     |                    |               |               |               |                    |               |               |               |                         |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                       |     |     |     |                     |             |             |             |           |   |   |   |                |               |               |               |
| Total Revenues               | \$127,652,140  | \$124,882,808 | \$136,209,271 |  |  |         |         |         |                             |  |  |  |                  |     |     |     |                    |               |               |               |                    |               |               |               |                         |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                       |     |     |     |                     |             |             |             |           |   |   |   |                |               |               |               |
| Positions                    | Total Budgeted Positions   |               |               |  |  |         |         |         |                             |  |  |  |                  |     |     |     |                    |               |               |               |                    |               |               |               |                         |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                       |     |     |     |                     |             |             |             |           |   |   |   |                |               |               |               |
| Contacts                     | Director of Finance: David Manning<br>Financial Manager: Bob Lackey<br>Capital Budget: Richard Bernhardt, Planning Commission Exec. Dir.<br>Phone: 862-6151<br>Phone: 862-6100<br>Phone: 862-7173<br>FAX: 862-6156<br>FAX: 862-6109<br>FAX: 862-7209   |               |               |  |  |         |         |         |                             |  |  |  |                  |     |     |     |                    |               |               |               |                    |               |               |               |                         |  |  |  |                              |     |     |     |                   |   |   |   |                       |   |   |   |                       |     |     |     |                     |             |             |             |           |   |   |   |                |               |               |               |

These funds are administered by the Department of Finance, and have no separate organization chart.



# 25104, 20115, 28315 Debt Service Funds-At a Glance

## Budget Highlights FY 2003

The recommended budget contains no enhancements or revenues for debt service above those supported by the current tax rate. Debt service capacity is maintained as old debt issues are retired.

## Overview

**Debt Financing:** Periodically, Metro borrows money to undertake selected capital improvements that are included in the Capital Improvements Budget and Program. This borrowing is done by issuing (or selling) bonds and notes – written promises to repay the debt at certain times and with certain interest. The specific improvements to be financed are listed in the legislation that authorizes the debt. The proceeds from the sale of the debt are used to pay for those improvements. Metro then repays the principal and interest over time to those who own the debt. The repayment process is called debt service.

Metro does not issue long-term notes and bonds to finance operating expenditures or deficits.

**Types of debt:** Debt generally falls into two categories, with a third becoming more common.

- General obligation debt is payable from taxes, and is backed by the full faith, credit, and taxing power of the government. There is no legal limit to Metro's use of general obligation debt, although issuance requires passage of a Council ordinance. Only general obligation debt is repaid from the three debt service funds (25104, 20115, and 28315).
- Revenue debt is often used to finance projects that will generate revenue. Part of the revenue generated by a project is used to service the debt on the project. It is accounted for through the enterprise or internal service fund that develops the capital project and receives its revenues.
- Limited obligation revenue debt is a newer hybrid form that normally operates as revenue debt, but is backed by certain non-property-tax revenues (defined in the bond covenants) in the event that there are not sufficient revenues to service the debt.

Interest earned by our bondholders is generally held to be exempt from federal and Tennessee taxation as income.

**Structure:** Metro has a variety of debt outstanding, typically in one of two forms:

- Bonds - long-term debt that usually matures over a period of 20-30 years; and
- Notes - shorter-term debt that is issued for three years, and renewable for an additional two terms of three years each. The usual total maturity is 3 to 5 years, although often these provide temporary financing and are retired by issuing bonds.

A small portion of the principal is repaid each year between issuance and maturity. This has two advantages: it approximately matches the maturity dates of bonds over the lives of the projects they fund, and it keeps Metro from having to make a big payment at one time.

Many bonds have "call" provisions that allow Metro to redeem the debt before its scheduled maturity. This is most often done when the debt being called is refunded by issuing new debt for the same period of time but at lower interest rates. The lower interest costs save Metro money over the remaining life of the bond issue.

**Legal Limitations:** There is no legal debt margin limitation on GSD debt. Section 7.08 of the Charter limits the USD total net bonded indebtedness payable from USD ad valorem taxes, after deduction of sinking funds for the payment of principal, to 15% of the USD assessed valuation of taxable property. Metro has used only 2.7% of that legal limit, as of June 30, 2000.

**Bond Ratings:** Metro's bonds have excellent investment-grade ratings from all three independent rating agencies (Moody's Aa2, Standard & Poor's AA, and Fitch AA+), reflecting the financial strength of the city. These ratings are based on both the city's financial health and available reserves for paying off debt. Each agency has its own rating system, and ratings of the three agencies cannot necessarily be compared to each other. For explanations of the ratings, visit each agency's web site.

**Debt Policies:** The following guidelines are used in managing debt service funds:

- USD general obligation debt is subject to the legal limitation noted above.
- Debt is not issued above the capacity provided by current revenue sources (including property taxes at the current rate) plus anticipated normal growth; debt is not issued in anticipation of a not-yet-approved property tax increase.
- When planning future debt capacity, normal revenue growth is projected conservatively.
- The financing of an improvement will not exceed its useful life. In a multi-purpose bond package, the package maturities will reflect the mix of project lives funded by the package; the average life of the bonds cannot exceed the average life of the projects.
- General obligation issues are sold by bid in public offering; the sale is awarded to the bidder with the lowest true interest cost.
- Bond issues may be considered for refunding when lower interest rates on the new bonds will result in a 5% present value savings over the old bonds. The term of the refunding bonds will not exceed the terms of the bonds being refunded.

**Revenue Sources:** Revenues for all three funds are detailed in the budget ordinance. The GSD and USD Debt Service Funds (funds 20115 & 28315) are funded primarily by a dedicated portion of the property tax levies. The GSD Debt Service Fund also receives \$3.2 million from the GSD General Fund (fund 10101) for stadium debt, and the Schools Debt Service Fund (fund 25104) receives substantial schools-related sales taxes.

**Capital Expenditures and the Budget:** The discussion of "Expenditures - Capital Improvements" in the Overview section of this book describes how these funds relate to the operating budget.

# 25104, 20115, 28315 Debt Service Funds-Financial

## Debt Service Budgetary Funds

| REVENUE, EXPENSE, & TRANSFERS:        | FY 2001<br>Budget | FY 2001<br>Actuals | FY 2002<br>Budget | FY 2003<br>Budget |
|---------------------------------------|-------------------|--------------------|-------------------|-------------------|
| <b>General Obligation Debt:</b>       |                   |                    |                   |                   |
| General Services District (GSD):      |                   |                    |                   |                   |
| 20115 GSD Debt Service                | 83,962,317        | 119,676,075        | 85,767,929        | 86,156,978        |
| 25104 MNPS (Schools) Debt Service     | 45,567,026        | 59,278,099         | 55,642,102        | 56,415,991        |
| Total GSD General Obligation          | 129,529,343       | 178,954,174        | 141,410,031       | 142,572,969       |
| Urban Services District (USD):        |                   |                    |                   |                   |
| 28315 USD Debt Service                | 10,219,129        | 7,309,219          | 11,212,423        | 20,134,250        |
| Total USD General Obligation          | 10,219,129        | 7,309,219          | 11,212,423        | 20,134,250        |
| Total General Obligation Debt Service | 139,748,472       | 186,263,393        | 152,622,454       | 162,707,219       |
| <b>Revenue Debt Service: *</b>        |                   |                    |                   |                   |
| 20237 Deberry Debt Service            | 2,306,178         | 2,306,178          | 2,302,375         | 2,098,781         |

\* Revenue debt related to general fund departments only; does not include debt for enterprise funds or component units.

These funds have no budgeted positions

# 01-10101 & 01-18301 Administrative–At A Glance

| <b>Mission</b>                     | These accounts provide Metro's share of employee benefits for certain central benefits, retired employees, and employees, administrative accounts within the government, contributions to not-for-profit organizations, contracts with other organizations, subsidies, and contingencies.   |                           |                           |                |                |                                    |  |  |  |                  |               |               |               |                  |            |            |            |                           |                           |                           |                           |                                |  |  |  |                              |    |    |    |                   |  |  |  |                       |  |  |  |                              |                  |                  |                  |                     |  |  |  |           |  |  |  |                       |                  |                  |                  |  |  |
|------------------------------------|---|---------------------------|---------------------------|----------------|----------------|------------------------------------|--|--|--|------------------|---------------|---------------|---------------|------------------|------------|------------|------------|---------------------------|---------------------------|---------------------------|---------------------------|--------------------------------|--|--|--|------------------------------|----|----|----|-------------------|--|--|--|-----------------------|--|--|--|------------------------------|------------------|------------------|------------------|---------------------|--|--|--|-----------|--|--|--|-----------------------|------------------|------------------|------------------|--|--|
| <b>Budget Summary</b>              | <table> <tr> <th></th><th><u>2000-01</u></th><th><u>2001-02</u></th><th><u>2002-03</u></th></tr> <tr> <td><b>Expenditures and Transfers:</b></td><td></td><td></td><td></td></tr> <tr> <td>GSD General Fund</td><td>\$113,496,485</td><td>\$129,503,704</td><td>\$131,771,110</td></tr> <tr> <td>USD General Fund</td><td>22,634,026</td><td>23,319,446</td><td>26,374,336</td></tr> <tr> <td><b>Total Expenditures</b></td><td><b><u>136,130,511</u></b></td><td><b><u>152,823,150</u></b></td><td><b><u>158,145,446</u></b></td></tr> <tr> <td><b>Revenues and Transfers:</b></td><td></td><td></td><td></td></tr> <tr> <td>Charges, Commissions, &amp; Fees</td><td>\$</td><td>\$</td><td>\$</td></tr> <tr> <td>Other Governments</td><td></td><td></td><td></td></tr> <tr> <td>Other Program Revenue</td><td></td><td></td><td></td></tr> <tr> <td><b>Total Program Revenue</b></td><td><b><u>\$</u></b></td><td><b><u>\$</u></b></td><td><b><u>\$</u></b></td></tr> <tr> <td>Non-program Revenue</td><td></td><td></td><td></td></tr> <tr> <td>Transfers</td><td></td><td></td><td></td></tr> <tr> <td><b>Total Revenues</b></td><td><b><u>\$</u></b></td><td><b><u>\$</u></b></td><td><b><u>\$</u></b></td></tr> </table> |                           | <u>2000-01</u>            | <u>2001-02</u> | <u>2002-03</u> | <b>Expenditures and Transfers:</b> |  |  |  | GSD General Fund | \$113,496,485 | \$129,503,704 | \$131,771,110 | USD General Fund | 22,634,026 | 23,319,446 | 26,374,336 | <b>Total Expenditures</b> | <b><u>136,130,511</u></b> | <b><u>152,823,150</u></b> | <b><u>158,145,446</u></b> | <b>Revenues and Transfers:</b> |  |  |  | Charges, Commissions, & Fees | \$ | \$ | \$ | Other Governments |  |  |  | Other Program Revenue |  |  |  | <b>Total Program Revenue</b> | <b><u>\$</u></b> | <b><u>\$</u></b> | <b><u>\$</u></b> | Non-program Revenue |  |  |  | Transfers |  |  |  | <b>Total Revenues</b> | <b><u>\$</u></b> | <b><u>\$</u></b> | <b><u>\$</u></b> |  |  |
|                                    | <u>2000-01</u>  | <u>2001-02</u>            | <u>2002-03</u>            |                |                |                                    |  |  |  |                  |               |               |               |                  |            |            |            |                           |                           |                           |                           |                                |  |  |  |                              |    |    |    |                   |  |  |  |                       |  |  |  |                              |                  |                  |                  |                     |  |  |  |           |  |  |  |                       |                  |                  |                  |  |  |
| <b>Expenditures and Transfers:</b> |   |                           |                           |                |                |                                    |  |  |  |                  |               |               |               |                  |            |            |            |                           |                           |                           |                           |                                |  |  |  |                              |    |    |    |                   |  |  |  |                       |  |  |  |                              |                  |                  |                  |                     |  |  |  |           |  |  |  |                       |                  |                  |                  |  |  |
| GSD General Fund                   | \$113,496,485   | \$129,503,704             | \$131,771,110             |                |                |                                    |  |  |  |                  |               |               |               |                  |            |            |            |                           |                           |                           |                           |                                |  |  |  |                              |    |    |    |                   |  |  |  |                       |  |  |  |                              |                  |                  |                  |                     |  |  |  |           |  |  |  |                       |                  |                  |                  |  |  |
| USD General Fund                   | 22,634,026  | 23,319,446                | 26,374,336                |                |                |                                    |  |  |  |                  |               |               |               |                  |            |            |            |                           |                           |                           |                           |                                |  |  |  |                              |    |    |    |                   |  |  |  |                       |  |  |  |                              |                  |                  |                  |                     |  |  |  |           |  |  |  |                       |                  |                  |                  |  |  |
| <b>Total Expenditures</b>          | <b><u>136,130,511</u></b>   | <b><u>152,823,150</u></b> | <b><u>158,145,446</u></b> |                |                |                                    |  |  |  |                  |               |               |               |                  |            |            |            |                           |                           |                           |                           |                                |  |  |  |                              |    |    |    |                   |  |  |  |                       |  |  |  |                              |                  |                  |                  |                     |  |  |  |           |  |  |  |                       |                  |                  |                  |  |  |
| <b>Revenues and Transfers:</b>     |   |                           |                           |                |                |                                    |  |  |  |                  |               |               |               |                  |            |            |            |                           |                           |                           |                           |                                |  |  |  |                              |    |    |    |                   |  |  |  |                       |  |  |  |                              |                  |                  |                  |                     |  |  |  |           |  |  |  |                       |                  |                  |                  |  |  |
| Charges, Commissions, & Fees       | \$  | \$                        | \$                        |                |                |                                    |  |  |  |                  |               |               |               |                  |            |            |            |                           |                           |                           |                           |                                |  |  |  |                              |    |    |    |                   |  |  |  |                       |  |  |  |                              |                  |                  |                  |                     |  |  |  |           |  |  |  |                       |                  |                  |                  |  |  |
| Other Governments                  |   |                           |                           |                |                |                                    |  |  |  |                  |               |               |               |                  |            |            |            |                           |                           |                           |                           |                                |  |  |  |                              |    |    |    |                   |  |  |  |                       |  |  |  |                              |                  |                  |                  |                     |  |  |  |           |  |  |  |                       |                  |                  |                  |  |  |
| Other Program Revenue              |   |                           |                           |                |                |                                    |  |  |  |                  |               |               |               |                  |            |            |            |                           |                           |                           |                           |                                |  |  |  |                              |    |    |    |                   |  |  |  |                       |  |  |  |                              |                  |                  |                  |                     |  |  |  |           |  |  |  |                       |                  |                  |                  |  |  |
| <b>Total Program Revenue</b>       | <b><u>\$</u></b>  | <b><u>\$</u></b>          | <b><u>\$</u></b>          |                |                |                                    |  |  |  |                  |               |               |               |                  |            |            |            |                           |                           |                           |                           |                                |  |  |  |                              |    |    |    |                   |  |  |  |                       |  |  |  |                              |                  |                  |                  |                     |  |  |  |           |  |  |  |                       |                  |                  |                  |  |  |
| Non-program Revenue                |   |                           |                           |                |                |                                    |  |  |  |                  |               |               |               |                  |            |            |            |                           |                           |                           |                           |                                |  |  |  |                              |    |    |    |                   |  |  |  |                       |  |  |  |                              |                  |                  |                  |                     |  |  |  |           |  |  |  |                       |                  |                  |                  |  |  |
| Transfers                          |   |                           |                           |                |                |                                    |  |  |  |                  |               |               |               |                  |            |            |            |                           |                           |                           |                           |                                |  |  |  |                              |    |    |    |                   |  |  |  |                       |  |  |  |                              |                  |                  |                  |                     |  |  |  |           |  |  |  |                       |                  |                  |                  |  |  |
| <b>Total Revenues</b>              | <b><u>\$</u></b>  | <b><u>\$</u></b>          | <b><u>\$</u></b>          |                |                |                                    |  |  |  |                  |               |               |               |                  |            |            |            |                           |                           |                           |                           |                                |  |  |  |                              |    |    |    |                   |  |  |  |                       |  |  |  |                              |                  |                  |                  |                     |  |  |  |           |  |  |  |                       |                  |                  |                  |  |  |
| <b>Positions</b>                   | Total Budgeted Positions  |                           |                           |                |                |                                    |  |  |  |                  |               |               |               |                  |            |            |            |                           |                           |                           |                           |                                |  |  |  |                              |    |    |    |                   |  |  |  |                       |  |  |  |                              |                  |                  |                  |                     |  |  |  |           |  |  |  |                       |                  |                  |                  |  |  |
| <b>Contacts</b>                    | <div> <div> Director: David Manning<br/> Financial Manager: Talia Lomax-O'dneal<br/> 107 Metro Courthouse 37201 </div> <div> email: david.manning@nashville.gov<br/> email: talia.lomaxodneal@nashville.gov<br/> Phone: 862-6151    FAX: 862-6156 </div> </div>   |                           |                           |                |                |                                    |  |  |  |                  |               |               |               |                  |            |            |            |                           |                           |                           |                           |                                |  |  |  |                              |    |    |    |                   |  |  |  |                       |  |  |  |                              |                  |                  |                  |                     |  |  |  |           |  |  |  |                       |                  |                  |                  |  |  |

# 01-10101 & 01-18301 Administrative–At A Glance

## Budget Highlights FY 2003

For budget changes, see the financial schedule.

### Overview

Accounts are grouped into functional area, as presented in the budget ordinance. Each account's title, 8-digit business unit number, legal basis, and description follows.

#### INTERNAL SUPPORT:

- **Jury Commission** (01101111, TCA § 22-2-201) maintains the jury book and box, keeps a list of qualified jurors for periods of two years and assists with ensuring that jurors are selected for service in accordance with the law. The pay for jury commissioners is set by state law at \$50.00 per day of service.
- **Bonding Firm Investigation** (01101116, TCA § 40-11-305) pays for attorneys hired by the Criminal Court to investigate bonding company records filed with the Criminal Court Clerk against the bonding companies' records to ensure that collateral is correct and adequate to cover the amount of bonds written.
- **Insurance & Reserve** (01101301 & 01191301, Resolution R82-1327) protects Metro property against damage, loss and claims. This account pays insurance premiums for Metro vehicles, buildings and equipment, boiler and elevator inspections, and for protection against liability claims.
- **Surety Bonds** (01101302, TCA § 8-19-101) pays bond premiums to various insurance companies for local officials and persons who routinely handle public funds, to protect public funds against misuse, theft, and fraud.
- **Corporate Dues and Contributions to Governmental Associations** (01101303, Metro Charter § 18.11(c)) pays dues for Metro memberships in such organizations as the National League of Cities, the National Association of County Officials, the Tennessee Municipal League, the Government Finance Officers Association, the US Conference of Mayors, the National Institute of Municipal Law Officers, the Greater Nashville Regional Council, the Sister Cities Program, and the Southern Building Code Congress.
- **Judgments and Losses** (01101308 & 01191308, Metro Code § 2.40.100) pays on Metro's behalf for judgments and losses that arise in the course of litigation and pays related costs and expenses such as for court reporters, court costs, tax costs, etc. The appropriations from the GSD and USD are transferred to Fund 50267 Self Insured Judgment & Losses Claim Fund.
- **Pay Plan Improvements** (01101315 & 01191315) In the FY 2002 budget, this account included funds for the conversion of weekly payrolls to a semi-monthly schedule. Pay plan improvements from the Mercer study for active employees in the two general funds' departments are included in departments'

budgets. The FY 2003 calculation for those departments is based on employees on board in march, budgeted exception pay (such as overtime), seasonal / pool / temporary employees' payments, and related fringe benefits.

- **Subsidy for the Metro Postal Service** (01101407) provided salaries for the postal workers in order to keep departmental charges lower. Beginning in FY 2003, those costs are built into the rate structure that the Service charges other departments. The Service picks-up and delivers internal and U.S. mail to Metro departments.
- **Post Audits** (01101412, Metro Charter §6.15) provides funds to conduct an annual independent financial audit conducted by one or more certified public accounting firms, and for performance audits. Audits are conducted in accordance with federal and state law.
- **Transfer to Advance Planning & Research Fund** (01101416, Metro Charter § 6.14) provides the mandated \$50,000 transfer to the APR fund.
- **Subsidy for Metropolitan Information Systems** (01101421 & 01191421) provided for data processing services in the GSD and USD general funds respectively. These funds were transferred to individual General Fund departments during FY 2002, and are included in their budgets for FY 2003.
- **Charter Revision Commission** (01101125) provides administrative expenses for the ongoing Charter Revision Commission. In recent years, these expenses were covered by the Department of Law.
- **Transfer for 4% Fund** (01101499, Metro Charter) transfers 4% of locally-generated revenues in the General Services District to the separate General Fund Reserve Fund. Those funds are appropriated by resolution for the purchase of equipment or building repairs for any department funded by the GSD General Fund.

#### EMPLOYEE BENEFITS:

- **Police and Fire Pension Match** (01191102, Metro Charter § 13.09) provides Metro's contributions from the USD General Fund to closed police and fire pension plans.
- **Civil Service Retirement Match** (01191103, Metro Charter § 13.09) provides Metro's contribution from the USD General Fund to the closed City of Nashville Employees' Retirement plan.
- **Davidson County Retirement Match** (01101104, Metro Charter § 13.09) provides Metro's contribution from the GSD to the old Davidson County civil service pension plan.
- **Teacher Pensions Match** (01191106, Metro Charter § 9.06) provides Metro's contribution from the USD General Fund to the old city teacher's pension plan.
- **Davidson County Teacher's Retirement Match** (01101107, Metro Charter §9.06) provides Metro's contribution to the closed county teacher's pension plan.

# 01-10101 & 01-18301 Administrative–At A Glance

- **Group Health Insurance Match** (01101109 & 01191109, Metro Code §3.16.020, 3.16.040, & 3.24.010) provides Metro's share of pensioners' medical and dental insurance premiums. These costs for active employees are budgeted in departments' budgets.
- **Death Benefit Payments** (01101110, Metro Code § 3.28.080) transfers money to a special fund that provides payments for supplementary benefits for deaths in the line of duty.
- **Direct Pension Payments** (01191111, Private Acts of 1959 chapter 117 & Metro Charter Sec. 20.01) provides direct pension payments from the USD General Fund to members and qualified surviving spouses of the old Nashville City Council.
- **Pensioners In-Line-Of-Duty Medical Expense** (01101113 & 01191112, Metro Charter § 13.12) provides medical payments for those pensioners who were disabled by in-line-of-duty injuries. The total cost is budgeted through the GSD General Fund; the share for USD employees is borne by a transfer from the USD to the GSD.
- **Unemployment Compensation** (01101114, TCA § 50-7-401) reimburses the state for unemployment payments to eligible former Metro employees.
- **Group Life Insurance Match** (01101115 & 01191115, Metro Code § 3.16.040) provides payment of life insurance premiums for pensioners. Life insurance for active employees is budgeted in departments' budgets; those benefits are double the employee's salary, to a maximum benefit \$50,000. Metro pays 100% of premiums.
- **Employees In-Line-Of-Duty Medical Expense** (01101120 & 01191113, Metro Charter § 13.12) provides medical payments for employees injured on-the-job for services that cannot be provided by General Hospital. The total cost is budgeted through the GSD General Fund; the share for USD employees is borne by a transfer from the USD to the GSD.
- **Benefit Adjustments** (01101140 & 01191140) provides funds for adjustments to the departmental fringe benefit accounts based on projected changes in medical, life, dental, and/or pension rates.

## CONTINGENCY:

- **Contingency for Subrogation** (01101224 & 01191299) permits deposit of recoveries and repayment to affected GSD and USD departments for unbudgeted casualty repairs and replacements. The expenditure account is offset by a matching revenue account.
- **Contingency for Local Matching Funds – Federal Programs** (01101298) provides funds for required dollar matches as the government receives mid-year grants. Those funds are transferred from this account to the accounts of departments receiving those new grants.
- **Contingency for Federal, State, and Other Reimbursable Program Funds** (01101299 & 01191299) handles the non-local funding component of new grants offset by revenue estimated. As departments receive previously-unbudgeted grants

or reimbursements in the general fund during the fiscal year, their budget may be increased either:

- By a resolution, approved by Council, that appropriates the previously-unestimated revenues or fund balance, or
- By use of the contingency accounts (the local match portion coming from the department's existing budget or from local match funds, and the grantor share coming from this account).

Previously-unbudgeted grants may be added to grants special revenue funds upon proper approval without using this account.

- **Contingency Account** (01101309 & 01191309, Metro Charter § 6.11) provides a reserve of funds for unexpected costs incurred by departments funded through the GSD or USD General Funds.
- **Contingency Mental Health Payments to State from Juvenile Court** (01101234) provides funds to reimburse the State of Tennessee for overpayments to the Juvenile Court.
- **Contingency Managing for Results** (01101235) provides funds for implementing the new "Results Matters" performance management initiative.
- **Contingency North Nashville Precinct** (01101236) sets aside money for the start-up costs for opening the North Nashville police precinct, scheduled for completion in calendar year 2003.
- **Contingency COPS in Schools** (01101220) will provide funds for 10 school resource officers in Metro schools in the event that a grant application for this purpose is not accepted by the federal Department of Justice.
- **Contingency for New Courts** (01101310) is a GSD general fund contingency account from which to appropriate funds to departments that will be impacted in FY02 by the establishment by the state legislature of a 5th Criminal and/or 4th Chancery Court.
- **Contingency for Emergency Management** (01101311) provided local funding for new emergency management (E-911) operations, to be set up as a new department or distributed to existing departments during the fiscal year.

## REGULATION, INSPECTION, & ECONOMIC DEVELOPMENT:

- **Subsidy to the Regional Transit Authority** (01101117) provides local matching funds for transportation services for the Job Access and Reverse Commute project, and to match with other cities to continue the Murfreesboro to Nashville "Relax and Ride" shuttle.
- **Economic Job Development Incentive** (01101118) provides funds to make economic and community development incentive grants to the Industrial Development Board. These grants are to encourage the location of Fortune 500 companies and creation of new jobs within the boundaries of Davidson County.

# 01-10101 & 01-18301 Administrative–At A Glance

- **High Speed Rail Corridor** (01101237) provides initial exploratory funds for a high-speed rail corridor between Nashville, Chattanooga, and Kentucky, contingent on state and local matching funds from other governments.
  - **Nashville Career Advancement Center (NCAC)** (01101213) provides local funds to offset projected administrative cost deficit and to also support the continuation of a Summer Youth at Work Program. See also NCAC on page B-13.
  - **Supplement to Gaylord Entertainment Center** (01101221) provides supplemental funds to Powers Management for the operation of the Nashville Arena. Powers Management has subcontracted with Leisure Management International (LMI) for the operation of the Arena.
  - **Adelphia Coliseum Capital Maintenance Fund Transfer** (01101222) provides contractually-mandated funds for maintenance of the Adelphia Coliseum football stadium.
  - **Transfer to GSD Debt Service** (01101225, Stadium Funding Package) transfers \$3.2 million of Hotel Motel Tax from the GSD General Fund to the GSD Debt Service Fund for the Adelphia Coliseum stadium.
  - **Farmers' Market Supplement** (01101233) covers the annual lease payment and a small portion of expenditures for the Farmers' Market.
  - **Supplement to Metropolitan Transit Authority (MTA)** (01101304, Metro Charter § 11.401) provides local supplementary funds to the Metropolitan Transit Authority, the Nashville Trolley Co., special transportation vans, carpooling matching services and a vanpool program. This bus fleet of 116 buses runs 36 routes including eight express bus routes. See also MTA on page H-83.
  - **Nashville Sounds – Greer Stadium Maintenance** (01101424) provides funding to assist in maintaining Greer Stadium, contingent on the Nashville Sounds baseball teams payment of rent to Metro.
  - **Property Tax Increment Refund** (01101499 & 01191499, State Law Title 13, Chapter 20) provides tax incentive payments for loans incurred by the Metropolitan Development & Housing Authority (MDHA) for authorized redevelopment activities. MDHA promotes private investment in designated development districts. Similar payments are budgeted in all six budgetary funds (GSD & USD General funds, the General Purpose School Fund, and the three related Debt Service funds).
  - **Public Utility Tax Increment Refund** (01101499 & 01191499, Contractual Agreement) provides for funds to repay the airport for a portion of their property taxes based on a contractual agreement between it and the Metropolitan Government. These funds are used for airport noise mitigation. Similar payments are budgeted in all six budgetary funds (GSD & USD General funds, the General Purpose School Fund, and the three related Debt Service funds).
  - **Contribution to Partnership 2010** (01101506) provides funds to the Nashville Chamber of Commerce for its Partnership 2010 program, which promotes the relocation of companies to Nashville and expansion of existing companies.
  - **National League of Cities** (01101238) provides Metro support of the NLC conference scheduled to be held in Nashville in FY 2004.
  - **Contribution to Sports Council** (01101508) provides funds for the Chamber of Commerce council that explores and promotes professional sports in Nashville.
  - **Contribution to Nashville Minority Business Center** (01101547) provides a contribution to Minority Economic Development Center.
- RECREATIONAL, CULTURAL, & COMMUNITY SUPPORT:**
- **Neighborhood Enhancement Grants** (01101122) are coordinated by the Mayor's Office of Neighborhoods for approved projects proposed by neighborhood organizations.
  - **Metropolitan Action Commission (MAC)** (01101204, Metro Code § 2.108.010) provides GSD General Fund matching funds to MAC for administration and leasehold costs, the Head Start program, and other MAC activities. See also MAC on Page H-19.
  - **Metropolitan Development and Housing Authority (MDHA)** (01101210) provides funds to support the administration of the Nashville Housing Fund's Front Door, Down payment Assistance, and Development Loan programs, and to operate the Homestead program, which converts back-tax lots in productive affordable housing projects.
  - **Bill Wilkerson Hearing & Speech Center Contract** (01101307, Ordinance 084-496) provides for diagnosis, care, and treatment for the certified medically indigent residents of Davidson County who experience communication problems such as total or partial deafness, speech, voice, or language disorders.
  - **Property Tax Relief Program** (01101326 & 01191326, TCA § 67-5-702, § 67-5-703 and § 67-5-704) provides tax relief funds for the elderly low-income, disabled and disabled veteran homeowners. The program in effect pays part or all of the property tax of applicants who are eligible. Metro matches the state expenditures based on the current sales ratio; however the combined Metro and State assistance may only cover the amount of taxes owed.
  - **Contribution to Forest Fire Control** (01101401, TCA § 11-4-407(6)) pays the District Forester of the state Forestry Service a total of \$4,000 annually to help maintain the Cooperative Forest Fire Control program in the rural areas of Davidson County.
  - **Subsidy for General Hospital** (01101413, Metro Charter § 10-201) provides a contract subsidy to the Nashville Hospital Authority to support the operations of Metropolitan Nashville General Hospital, an acute care hospital with 150 licensed beds.

# 01-10101 & 01-18301 Administrative–At A Glance

- **Subsidy for Bordeaux Hospital** (01101414, Metro Charter §10-201) provides support to the operations of Metropolitan Nashville Bordeaux Hospital, a long-term acute care chronic disease hospital and nursing facility with 453 licensed nursing beds and 60 hospital beds.

## CONTRIBUTIONS:

- **Contribution to Nashville Symphony** (01101502, Metro Charter 18.11(a)) provides funds to support the Nashville Symphony.
- **Contribution to Cumberland Museum** (01101503) provides funds to support the activities of the Cumberland Science Museum.
- **Victim Offender Reconciliation Program** (01101504) provides partial funding for a program designed to bring together court-referred offenders and victims of crime to mediate an agreement for restitution to the victims rather than pursuing an adversarial and punitive resolution. The VORP is also known as MediationWorks.
- **Legal Aid Society of Middle Tennessee** (01101505, Resolution R95-1723) Provides funds to support the organization's mission of providing free legal help to low-income and elderly persons with certain kinds of civil legal problems.
- **Contract Guest House** (01101510) provides for a contract with Guest House to house incapacitated substance abusers who are picked up by the police, as an alternative to incarceration.
- **Contribution to Kids Voting Tennessee** (01101514) provided funds to introduce school age children to the voting process by allowing them to "vote" at the polls on the day of the Presidential Preference Primary election.
- **Contribution Renaissance Center** (01101515) provides a local contribution for the Senior Citizen programs at the Cohn Renaissance Center.
- **Contribution to Adult Literacy Program** (01101516) provides a local contribution for the Adult Literacy Program. The Nashville Adult Literacy Program is for adults with low, marginal or no reading skills. Sponsored by the Nashville Adult Literacy Council, the Community Education Alliance, and the Metro Public Schools, it provides those adults with one-to-one, group or computer instruction to meet their individual needs.
- **Community Access Television** (01101519) provides local funds to the Community Access Television channel. CATV is an organization that promotes the citizens' point of view and freedom of speech by providing them with training in television, instruction on the use of TV equipment, and the knowledge to produce their own program.
- **Nashville Humane Association** (01101521, Metro Charter § 18.11(a)) provides funds to assist with shelter, food and medical services for abandoned, unwanted, and injured animals and places as many animals as possible with area residents.
- **International Population Needs Assessment** (01101123) enabled Metro to assess the needs of population groups of diverse nationalities in FY 2002.
- **Interpreter Services Grant** (01101124) was a one-time FY 2002 Metro grant or contract for interpreter services.
- **Community After-Care Project** (01101531) provides a contribution to licensed child care providers for after-school care, including academic enrichment and nutrition, for K-8 children in high risk, low-income residential areas. This is done through a grant to the Project for Neighborhood Aftercare
- **Contribute Nashville Public Television** (NPT) (01101532) enables Metro to make a contribution to the Not-For-Profit Nashville Public Television (NPT) for the current fiscal year.
- **Contribution Sister Cities** (01101534) provides a contribution for Metro's participation in the Sister Cities program.
- **Affordable Housing Program** (01101539) provides funds for creating home ownership opportunities for Metro employees by providing home loan assistance; provides grants for owner-occupied rehabilitation, especially for the elderly, and for rehabilitation of deteriorating properties for resale; and assists in funding land acquisition or infrastructure costs to make rental units more affordable.
- **Contribute Domestic Violence Intervention Center** (01101540) provides funds for this agency (formerly known as PEACE) to supply domestic violence counseling and education to clients referred by the courts and other Metro agencies.
- **Kelly Miller Smith** (01101541) provides funds to assist a non-profit agency that serves persons convicted of domestic violence. The program counsels primarily African-American men and a small number of women. The only other source of funds is client fees.
- **Neighborhood Justice Center** (01101542) provides funds to provide a mediation service referred by citizens, Police and the Metro agencies, including courts to resolve disputes and to settle conflicts that otherwise require other administrative (warrants being issued) or court actions being taken.
- **YMCA – Model Metro** (01101543) provided funds to continue the Model Metro Program, which allows high school students to learn the duties and responsibilities of local government officials.
- **Nashville Health Corps** (01101544) provided a contribution to the Nashville Health Corps.
- **Nashville Zoo** (01101545) enabled Metro to contribute one-time "bridge grant" funds in FY 2002 to the not-for-profit Nashville Zoo.
- **Cumberland Region Tomorrow** (01101548) provides a contribution to private sector non-profit regional organization supporting and encouraging growth planning with an emphasis on preserving the rural landscape.

# 01-10101 & 01-18301 Administrative–At A Glance

- **Ujima House** (01101549) provided shelter and services to victims of domestic abuse.
- **Contribute YWCA Domestic Violence** (01101552) provides funds toward the operation of a new, larger, state-of-the-art shelter for victims and survivors of domestic violence.
- **Contribute United Way Family Resource Center** (01101553) provides support for administrative and infrastructure costs of family resource centers (FRCs) so that United Way can focus their investments on FRC programmatic needs through their Community Solutions Fund.
- **Contribute Not-For-Profit Taxes on Gasoline** (01101554) provides funds to reimburse not-for-profit organizations who have used the Metro Motor Pool fueling facilities for state gasoline taxes that they are required to pay.
- **Contribute Second Harvest Food Bank** (01101555) provides funds for the Emergency Food Box Program.
- **Contribute Nashville's Table** (01101556) provides a contribution to the Nashville's Table food relief program.
- **Contribute The Hermitage** (01101557) provides funds for educational programming for grades 3-12 in support of a new National Endowment for Humanities interpretive planning grant.
- **Contribute Tennessee Justice Center** (01101558) provides a contribution to the Tennessee Justice Center.
- **Contribute Metropolitan Education Access Corporation** (01101559, RS2002-1041) provides funds for the MEAC, which has responsibility for program production, management, and promotion of the educational access channels on all cable television systems.

- **Contingency NPT Playback** (01101560) supports playback of higher quality Nashville Public Television programming on cable television system's educational channels (Comcast channels 9 and 10)

## PUBLIC WORKS:

**Transfer to Stormwater Fund** (01101219) accounts for the GSD General Fund support of the Stormwater special revenue fund (fund 37100). (Other funding sources also support that fund.) Prior to FY 2003, these costs were included in the Public Works budget.

## RESERVES:

Reserves are monies that are set aside in the budget for possible appropriation in the year budgeted or later fiscal years.

- Pay Plan Improvements 323000 Administrative Discretion Money set aside to help fund pay plans in future years.
- Council Infrastructure 323008 Council Discretion Future program to be developed by the Council.
- Council Utility Asst 323009 Council Discretion Future program to be developed by the Council.
- Neighborhood Aftercare 323010 Council Discretion Future program to be developed by the Council.
- Community Police Program 323011 Council Discretion Future program to be developed by the Council.
- Disabled Officer Gun/Badge 323012 Council Discretion Future program to be developed by the Council.
- Affordable Housing 323806 Council Discretion Future program to be developed by the Council.



# 01-10101 & 01-18301 Administrative–Financial

## Administrative Accounts GSD & USD General Funds

| <u>REVENUE, EXPENSE, &amp; TRANSFERS:</u>    | <u>FY 2001<br/>Budget</u> | <u>FY 2001<br/>Actuals</u> | <u>FY 2002<br/>Budget</u> | <u>FY 2003<br/>Budget</u> |
|--|---------------------------|----------------------------|---------------------------|---------------------------|
| GSD General Fund:                            |                           |                            |                           |                           |
| 01101104 County Retire Match                 | \$ 3,082,932              | \$ 3,082,932               | \$ 3,082,932              | \$ 3,501,843              |
| 01101107 County Teach Retire Match           | 6,900,360                 | 6,900,360                  | 6,900,360                 | 6,900,360                 |
| 01101109 Health Insurance Match              | 13,081,059                | 11,961,143                 | 14,738,490                | 16,218,006                |
| 01101110 Death Benefit Payment               | 190,000                   | 163,088                    | 190,000                   | 200,000                   |
| 01101111 Jury Commission                     | 549                       | 20                         | 549                       | 600                       |
| 01101113 Pens IOD Medical Exp                | 1,200,000                 | 1,078,383                  | 1,200,000                 | 1,200,000                 |
| 01101114 Unemployment Compensation           | 250,000                   | 266,799                    | 250,000                   | 400,000                   |
| 01101115 Life Insurance Match                | 891,857                   | 827,302                    | 891,857                   | 700,608                   |
| 01101116 Bonding Firm Investigation          | 1,567                     | -                          | 1,567                     | 1,600                     |
| 01101117 Regional Transit Authority          | 18,000                    | 18,000                     | 20,000                    | 145,000                   |
| 01101118 Econ/Job Incentives                 | 825,000                   | 525,170                    | 1,400,000                 | 900,000                   |
| 01101120 Employee IOD Med Expense            | 1,500,000                 | 1,500,896                  | 1,500,000                 | 1,500,000                 |
| 01101122 Neighborhood Enhancement Grants     | -                         | -                          | 100,000                   | 100,000                   |
| 01101123 Inter Population Needs Assessment   | -                         | -                          | 350,000                   | -                         |
| 01101124 Interpreter Services                | -                         | -                          | 100,000                   | -                         |
| 01101125 Charter Revision Commission         | -                         | -                          | -                         | 5,000                     |
| 01101140 Benefit Adjustments                 | -                         | -                          | 4,598,687                 | 4,505,963                 |
| 01101204 Metro Action Commission (MAC)       | 1,491,046                 | 1,126,313                  | 1,129,294                 | 1,257,294                 |
| 01101210 MDHA                                | 197,377                   | 148,884                    | 197,377                   | 183,200                   |
| 01101213 NCAC Local Match                    | 106,054                   | 103,025                    | 106,054                   | 256,100                   |
| 01101214 Tom Joy School Demolition           | 200,000                   | 200,000                    | -                         | -                         |
| 01101215 MAC Deferred Maintenance            | 100,000                   | 100,000                    | -                         | -                         |
| 01101216 MIS Technology Plan                 | 500,000                   | 500,000                    | -                         | -                         |
| 01101217 Park/Greenway Master                | 500,000                   | 500,000                    | -                         | -                         |
| 01101220 COPS in Schools                     | -                         | -                          | -                         | 465,000                   |
| 01101221 Subsidy Gaylord Ent Center          | 4,167,963                 | 4,165,420                  | 4,167,963                 | 5,339,900                 |
| 01101222 Stadium Maintenance                 | -                         | -                          | 1,000,000                 | 1,000,000                 |
| 01101224 Contingency Subrogation             | 198,525                   | -                          | 200,000                   | 100,000                   |
| 01101225 GSD Debt Transfer-Stadium           | 3,200,000                 | 3,200,000                  | 3,200,000                 | 3,200,000                 |
| 01101226 Capital Improvement                 | -                         | -                          | 5,330,999                 | -                         |
| 01101233 Subsidy Farmer's Mkt                | 260,588                   | 260,588                    | 259,708                   | 259,700                   |
| 01101234 Contingency Juvenile Ct Payments    | -                         | -                          | -                         | 99,000                    |
| 01101235 Contingency Managing for Results    | -                         | -                          | -                         | 250,000                   |
| 01101236 Contingency North Nash Precinct     | -                         | -                          | -                         | 250,000                   |
| 01101237 High Speed Rail Corridor            | -                         | -                          | -                         | 100,000                   |
| 01101238 National League of Cities           | -                         | -                          | -                         | 660,000                   |
| 01101298 Contingency Local Match             | 282,306                   | -                          | 429,836                   | 552,600                   |
| 01101299 Contingency Fed/Stat                | 1,421,208                 | -                          | 1,764,848                 | 4,250,000                 |
| 01101301 Insurance Reserve                   | 1,835,000                 | 1,889,721                  | 1,835,000                 | 1,960,000                 |
| 01101302 Surety Bonds                        | 70,000                    | 10,007                     | 70,000                    | 70,000                    |
| 01101303 Corp Dues/Contributions             | 253,265                   | 246,226                    | 253,265                   | 252,000                   |
| 01101304 Subsidy Metro Transit Authority MTA | 8,084,700                 | 8,084,700                  | 8,677,066                 | 9,727,100                 |

# 01-10101 & 01-18301 Administrative–Financial

## Administrative Accounts GSD & USD General Funds

| <u>REVENUE, EXPENSE, &amp; TRANSFERS:</u>  | <u>FY 2001<br/>Budget</u> | <u>FY 2001<br/>Actuals</u> | <u>FY 2002<br/>Budget</u> | <u>FY 2003<br/>Budget</u> |
|--|---------------------------|----------------------------|---------------------------|---------------------------|
| 01101307 Wilkerson Hearing/Speech          | 222,820                   | 240,163                    | 222,820                   | 222,800                   |
| 01101308 Judgments and Losses              | 800,000                   | 800,000                    | 800,000                   | 890,000                   |
| 01101309 Contingency Account               | 50,000                    | -                          | 50,000                    | 50,000                    |
| 01101310 Contingency - New Courts          | -                         | -                          | 159,648                   | 159,600                   |
| 01101311 Contingency E-911                 | -                         | -                          | 470,000                   | -                         |
| 01101315 PayPlan Improvements              | -                         | -                          | 687,178                   | 100,000                   |
| 01101326 Property Tax Relief               | 627,475                   | 627,475                    | 1,071,360                 | 1,071,400                 |
| 01101395 Fringe Benefits                   | -                         | 173,139                    | -                         | -                         |
| 01101401 Contribute Forest Fire            | 4,000                     | -                          | 4,000                     | 4,000                     |
| 01101407 Subsidy Postal Service            | 151,324                   | 151,324                    | 151,324                   | -                         |
| 01101412 Post Audit                        | 1,521,856                 | 1,354,738                  | 1,715,786                 | 2,384,344                 |
| 01101413 Subsidy General Hospital          | 23,505,099                | 23,505,099                 | 23,505,099                | 23,505,100                |
| 01101414 Subsidy Bordeaux Hospital         | 11,741,308                | 11,741,308                 | 9,241,308                 | 9,241,300                 |
| 01101416 Subsidy Advance Plan              | 71,343                    | 71,343                     | 50,000                    | 50,000                    |
| 01101421 Subsidy MIS                       | 4,522,227                 | 4,522,227                  | 230,694                   | -                         |
| 01101424 Greer Stadium Maintenance         | -                         | -                          | -                         | 250,000                   |
| 01101499 Transfer 4% Fund                  | 14,820,846                | 15,437,557                 | 17,499,013                | 18,043,680                |
| 01101499 Transfer Tax Increment Refunds    | 2,189,608                 | 2,424,744                  | 3,160,228                 | 3,160,300                 |
| 01101499 Transfers – miscellaneous         | -                         | 135,288                    | -                         | -                         |
| 01101502 Contribute Nash Symphony          | 15,000                    | 15,000                     | 15,000                    | 15,000                    |
| 01101503 Contribute Cumberland Museum      | 166,250                   | 166,250                    | 265,250                   | 265,300                   |
| 01101504 Contribute Victim Offender        | 32,450                    | 32,450                     | 32,450                    | 32,500                    |
| 01101505 Contribute LegalAid               | 7,453                     | 7,453                      | 7,453                     | 47,500                    |
| 01101506 Contribute Partnership 2010       | 190,000                   | 190,000                    | 200,000                   | 250,000                   |
| 01101508 Contribute Sports Council         | 190,000                   | 190,000                    | 200,000                   | 200,000                   |
| 01101510 Contribute Guest House            | 156,750                   | 156,750                    | 156,750                   | 156,800                   |
| 01101514 Contribute Kids Voting Tennessee  | 14,250                    | 14,250                     | -                         | -                         |
| 01101515 Contribute Renaissance Center     | 4,750                     | 4,750                      | 4,750                     | 4,800                     |
| 01101516 Contribute Adult Lit              | 8,550                     | 8,550                      | 8,550                     | 8,600                     |
| 01101519 Contribute CATV                   | 38,000                    | 38,000                     | 38,000                    | 63,000                    |
| 01101521 Contribute Humane As              | 12,500                    | 12,500                     | 12,500                    | 12,500                    |
| 01101531 Project Neighborhood Aftercare    | 361,190                   | 361,190                    | 510,300                   | 510,300                   |
| 01101532 Contribute Nash Public Television | -                         | -                          | 2,050,229                 | 2,359,612                 |
| 01101534 Contribute Sister Cities          | -                         | -                          | -                         | 20,000                    |
| 01101539 Contribute Afford Housing         | 1,000,000                 | 221,917                    | 1,778,082                 | 1,000,000                 |
| 01101540 Contribute Domestic Violence      | 110,950                   | 110,950                    | 110,950                   | 162,200                   |
| 01101541 Contribute KM Smith               | 53,000                    | 53,000                     | 53,000                    | 53,000                    |
| 01101542 Contribute Neigh Justice Center   | 90,630                    | 90,630                     | 90,630                    | 133,100                   |
| 01101543 Contribute YMCA Model Metro       | 2,500                     | -                          | 2,500                     | 2,500                     |
| 01101544 Contribute Nashville              | 5,000                     | 5,000                      | -                         | -                         |
| 01101545 Contribute Nashville              | -                         | -                          | 500,000                   | -                         |
| 01101547 Contribute Nash Minority Business | -                         | -                          | 50,000                    | 50,000                    |
| 01101548 Contribute Cumberland             | -                         | -                          | 25,000                    | 25,000                    |

# 01-10101 & 01-18301 Administrative–Financial

## Administrative Accounts GSD & USD General Funds

| <u>REVENUE, EXPENSE, &amp; TRANSFERS:</u>  | <u>FY 2001<br/>Budget</u> | <u>FY 2001<br/>Actuals</u> | <u>FY 2002<br/>Budget</u> | <u>FY 2003<br/>Budget</u> |
|--|---------------------------|----------------------------|---------------------------|---------------------------|
| 01101549 Contribute Ujima House            | -                         | -                          | 28,000                    | -                         |
| 01101550 Contribute Heart of               | -                         | -                          | 300,000                   | -                         |
| 01101551 Contribute LISC                   | -                         | -                          | 100,000                   | -                         |
| 01101552 Contribute YWCA Domestic Violence | -                         | -                          | -                         | 300,000                   |
| 01101553 Contribute United Way             | -                         | -                          | -                         | 250,000                   |
| 01101554 Contribute NFP Taxes              | -                         | -                          | -                         | 25,000                    |
| 01101555 Contribute Second Harvest         | -                         | -                          | -                         | 50,000                    |
| 01101556 Contribute Nashville's Table      | -                         | -                          | -                         | 5,000                     |
| 01101557 Contribute Hermitage              | -                         | -                          | -                         | 50,000                    |
| 01101558 Contribute TN Justice Center      | -                         | -                          | -                         | 11,000                    |
| 01101559 Contribute Metro Ed Access Corp   | -                         | -                          | -                         | 10,000                    |
| 01101560 Contribute NPT Playback           | -                         | -                          | -                         | 55,000                    |
|  | <u>\$ 113,496,485</u>     | <u>\$ 109,722,023</u>      | <u>\$ 129,503,704</u>     | <u>\$ 131,771,110</u>     |
| 01191102 Police/Fire Retire Match          | \$ 7,686,564              | \$ 7,686,564               | \$ 7,686,564              | \$ 8,872,977              |
| 01191103 Civil Service Retire              | 4,804,956                 | 4,804,956                  | 4,804,956                 | 5,424,714                 |
| 01191106 Teacher Pens Match                | 4,592,400                 | 4,592,400                  | 4,592,400                 | 4,592,400                 |
| 01191109 Health Ins Match                  | 2,337,450                 | 1,983,539                  | 2,337,450                 | 2,570,400                 |
| 01191111 Direct Pension Payment            | 3,000                     | 4,860                      | 4,800                     | 11,999                    |
| 01191112 Pensioner IOD                     | 299,484                   | 299,484                    | 299,484                   | 299,484                   |
| 01191113 Employee IOD                      | 651,750                   | 651,750                    | 651,750                   | 651,750                   |
| 01191114 Unemployment Compensation         | 10,000                    | -                          | 10,000                    | -                         |
| 01191115 Life Ins Match                    | 117,972                   | 106,572                    | 117,972                   | 92,700                    |
| 01191140 Benefit Adjustments               | -                         | -                          | 787,731                   | 1,399,575                 |
| 01191224 Contingency Subrogation           | 91,835                    | -                          | 100,000                   | 100,000                   |
| 01191299 Contingency Fed/State             | 150,960                   | -                          | 450,000                   | 450,000                   |
| 01191301 Insurance and Reserve             | 274,000                   | 255,002                    | 274,000                   | 289,000                   |
| 01191308 Judgments and Losses              | 100,000                   | 100,000                    | 100,000                   | 110,000                   |
| 01191309 Contingency Account               | 50,000                    | -                          | 50,000                    | 50,000                    |
| 01191315 PayPlan Improvements              | -                         | -                          | 16,550                    | 16,550                    |
| 01191326 Property Tax Relief               | 79,325                    | 79,325                     | 135,440                   | 135,440                   |
| 01191421 Subsidy MIS                       | 82,075                    | 82,075                     | 95,089                    | 95,089                    |
| 01191499 Transfer Tax Increment Refunds    | <u>1,302,255</u>          | <u>841,092</u>             | <u>805,260</u>            | <u>1,212,258</u>          |
|  | <u>\$ 22,634,026</u>      | <u>\$ 21,487,619</u>       | <u>\$ 23,319,446</u>      | <u>\$ 26,374,336</u>      |

